

TALKING POINTS – TOWN HALL MEETINGS ON VERA/VSIP

- I want to thank you for coming today so I can give you an update on the agency's approach and status to early outs and buyouts (VERA/VSIPs).
- As the Deputy Administrator shared with you in December, the agency made a decision to seek authorization from the Office of Personnel Management and the Office of Management and Budget to be granted Voluntary Early Retirement Authority and offer Voluntary Separation Incentive Payments to employees.
- We need to continue to be a high performing organization for years to come and support our employees as you help protect human health and the environment.
- But, because of the unpredictable nature of attrition, the agency has been challenged in its ability to acquire new talent, build diversity, and develop new skills. This has impacted our ability to fully address some of the agency's priorities and mission-critical work in the manner that we feel is necessary.
- The approach the agency decided to take with respect to seeking VERA/VSIP authority was to examine and look for opportunities to be more innovative, improve our organizational practices, and find ways to work smarter.
- We knew that we needed to look for new ways of doing business so we can work more effectively across program areas on cross-cutting issues, sustainability and community-based efforts.
- The Deputy Administrator asked program and regional offices to review our resources, our mission and the Administrator's themes and look for VERA/VSIP opportunities where it made sense and would be aligned with the new approaches we wanted to take.
- All ten regions and nine program offices (OAR, OGC & OITA did not submit packages) submitted VERA/VSIP packages to the Office of Personnel Management and the Office of Management and Budget for approval.
- On February 5, all 19 packages were approved by OPM and OMB.
- Following a message to all EPA employees from the Deputy Administrator, each program and regional office that has been granted VERA/VSIP authority will be sending letters to their employees.
- The letters will outline the VERA/VSIP application process and include a list of all positions and grades for which authorization has been granted. While the letter will be

sent to all employees, only those on the list of eligible positions should apply, and will be considered, for a VERA/VSIP.

OEI Specifics

- **Basis for our early out/buyout request and intended outcomes...**

- OEI is evolving from a technology organization to an information organization – new skills are needed to support this expanded mission.
- OEI needs to have a balanced grade structure that is sustainable -- junior and mid-level staff are needed to support our IT and information experts. Currently over 46% OEI employees are in positions graded GS/14 or GS15; 40% are at the GS/13 level; only 11% are graded at or below GS/12. The replacement hiring plan will allow OEI to lower our grade level structure and recruit new skills needed.
- OEI needs a more balanced supervisor-to-staff ratio across all Offices. Current management-to-staff ratios across OEI offices range from 1:8.1 to 1:15.3. We anticipate that we will be able to redistribute staff to ensure that the ratio is more balanced and sustainable.
- OEI needs to direct as many resources as possible to our mission and utilize Agency solutions for administrative and support functions. Administrative/support positions comprise 30% of staff. We anticipate a reduction in these positions to approximately 17% of OEI's workforce.
- Based on these goals, we crafted a buyout/early out offer that would help move the organization toward these goals and also protect OEI from a massive exodus. (NEEDS wording fixed.)

What people what to know – the offers:

- 57 buyouts/early retirement across our offices
 - All supervisory and non-supervisory GS-14 and GS-15 staff with the exception of IT Specialist (Security/InfoSec) positions. Security/InfoSec positions cannot be included because these positions are under a different hiring authority.
 - All grades -- administrative, clerical, and other miscellaneous support occupations in the Series 0301 (only Admin Assistant/Program Specialist), 0318 (Secretary), 0343 (Program/Management Analyst), 0501 (Financial Management Specialist), 0510 (Accountant), 0560 (Budget Analyst), and 1101 (Business Specialist).
 - All duty locations (DC, RTP, Las Vegas, Cincinnati, Dallas)

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- Approximately 250 individuals of OEI's 388 onboard staff will be covered under OEI's request for VERA/VSIP Authority.. Not everyone who is eligible for retirement or early retirement is covered
- Selection will be based on Leave Service Computation Date -- within the office allocations -- with precedence given to those with the highest years of EPA service should two or more applicants have the same SCD.
- Office allocations were made to allow everyone to participate. 14 slots allocated to OIC, 14 to OIAA, 15 slots to OTOP, 14 slots to IO, Quality, OPM together. If one organization does not use all its slots, then the slots will be used by the rest of OEI using the selection methodology.

And back to Agency talking points.....

- Eligible employees must apply for a VERA/VSIP online. The application will be sent to the appropriate HR Shared Service Centers and the employee will receive an e-mail confirming his or her application.
- The HR SSC will evaluate the eligibility of each applicant and notify the regional or program office as each application is received.
- The initial deadline for employee applications is March 5. If there is an under subscription for a certain classification/grade, that is, if fewer people apply for the VERA/VSIP than we can accommodate, the deadline for applying for VERA/VSIPs for just those undersubscribed positions, will be extended until March 12 on a first come, first served basis.
- We will make every effort sometime between March 12 and March 15, for each employee who applied before the March 5 deadline, to receive confirmation from their regional or program office on the overall status of applications.
- This status would indicate the following type of information. For example, if ten, GS-13 Program Analyst positions can be granted a VERA/VSIP, the status would indicate the number of slots that are currently being filled by eligible employees. For example, it may show that VERA/VSIP opportunities are still available or there are more eligible applicants than opportunities.
- If there is an over-subscription for a specific grade and position in that office, employees will be placed on a wait list.
- There is a process for ranking employees, with the first criteria being service computation date for leave, the next service at EPA, and the final tiebreaker, if needed, the order in which the application was received (first come/first served).

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- No later than March 25, employees who applied for a VERA/VSIP will receive a letter from the HRSSC notifying them whether they have been selected or not selected to receive a VERA/VSIP.
- Employees, who applied for and were selected to be offered a VERA/VSIP, have until April 2 to decline their VERA/VSIP.
- From April 3 – 4, the HRSSCs will evaluate the wait lists and send any new offers out to waitlisted employees depending on the number of offers that were declined by other employees.
- All employees who are taking a VERA/VSIP must be separated from the agency by April 4. There are no exceptions or extensions to this date.
- If you will be considering applying for, or choose to apply for a VERA/VSIP, there are numerous opportunities for you to attend or participate in retirement classes and webinars. Individual retirement counseling will be offered through the HR SSCs and we may work with our local unions to see what other information sessions or assistance you may require that we can offer.
- If you have any questions about the VERA/VSIP process or retirement trainings that are available, I encourage you to visit the VERA/VSIP intranet site at [HYPERLINK "<http://intranet.epa.gov/policy/buyouts/index.htm>"] or contact the HR SSC.
- Before I open up the floor to questions there are a few things that I want to address now.
- There have been questions on whether or not we expect the buyouts to be over- or under-subscribed, and if they are undersubscribed in a particular area, whether or not they can they be offered to individuals not in the original eligible pool of employees.
- We have no way of knowing who will apply for a VERA/VSIP. Historically, EPA has received authority to offer more VERA/VSIPs than employees have taken. However, OPM/OMB only authorized certain numbers and categories of employees who could be granted VERA/VSIPs. So even if a specific category is undersubscribed, we do not have the authority to broaden the pool of employees in order to fill all slots.
- Some people want to know if there will be any other VERA/VSIP offerings **this year** for employees not included in this initial effort.
- No other buyouts will be offered this fiscal year. For the future, it may be possible, but it is up to each region or program office to develop a business case for VERA/VSIPs to target the positions and grades that make the most sense for their organization.

- Also, OMB and OPM require all VERA/VSIP offerings to be “revenue neutral” thus the timing for the opportunity is very important and it must be done early enough in a fiscal year to ensure buyout costs are offset by salary savings.
- I don’t think it is wise to hope for other offerings, particularly if you are in one of the categories that are being offered a VERA/VSIP at this time. Any future determination would only be made following the completion of this first process.

OEI Specifics.

- Phase I – VERA/VSIP.
- Phase II is reorg. Senior managers are currently developing draft framework for considerations for reorganization. Once they are complete, there will be plenty of opportunities for engagement and feedback from staff and managers and our customers and stakeholders. I hope that everyone will choose to participate. I have asked the senior managers to look at how to position and structure OEI to be a leader for information and technology within the Agency. We are being asked to take a leadership role and I want us to be prepared (example, my workplace, data analytics, visualization). Also, our clothes don’t fit – we’ve been losing resources and so where we can be more efficient.
- For OEI, there are NO plans for a Phase III (no additional VERA/VSIP).
- There have also been questions about what we will do with the money that is saved from the buyouts and the burden that will be placed on those employees who remain and must pick up the work from those that leave.
- It has never been the intent of the VERA/VSIPs to deplete agency staff. Like many federal agencies, EPA needs to find ways to realign its workforce so we are better positioned to hire employees who have new and different skill sets that are needed to address the Administrator’s priorities and mission-critical work.
- This entire VERA/VSIP process is just one component of a much larger effort to re-think and re-tool the way EPA does business, ensuring that we are high performing from all perspectives.
- The decision to apply for and offer VERA/VSIPs was not made lightly. Senior management and others throughout the agency have spent a considerable amount of time looking strategically at ways to better align the agency’s workforce with agency goals not only for today, but most importantly, for the future.
- In the future, when we hire, it will be using a different approach than we have used in the past. Greater effort will be placed on identifying critical skill sets for each new hire.

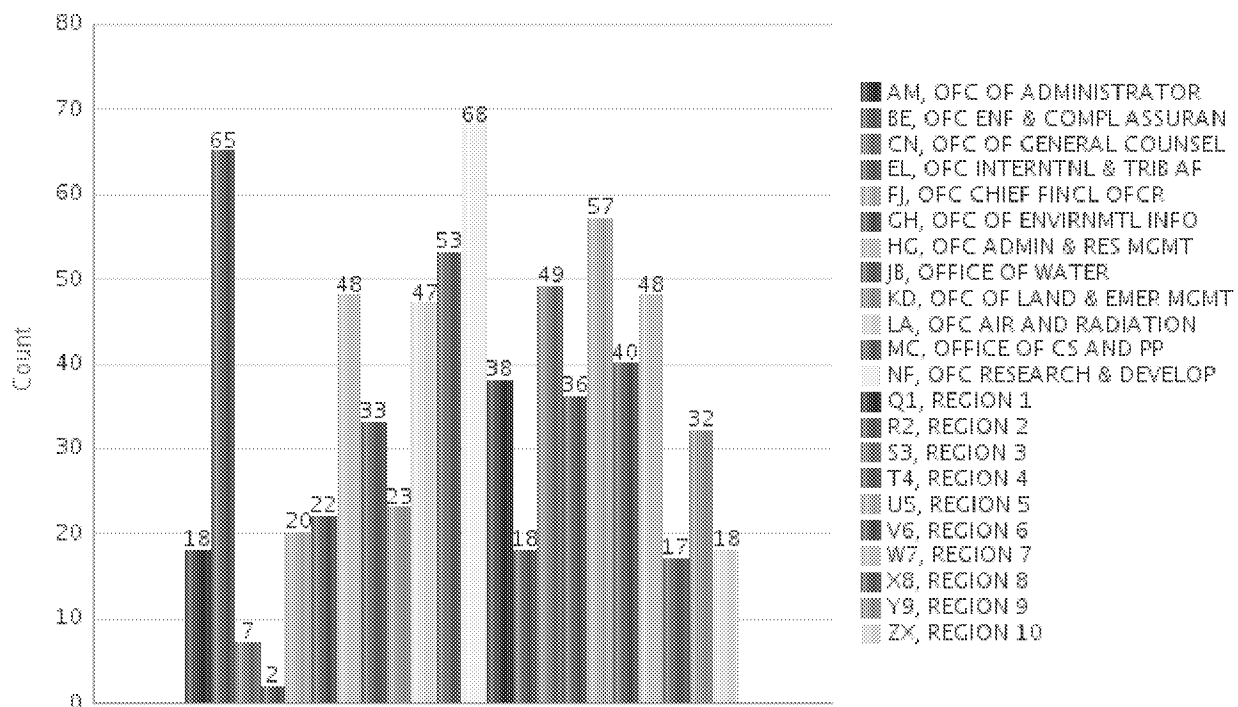
OEI Specifics

- OEI is in the luxurious position of not having to reduce significantly to achieve our FY2015 targets. We felt that 57 offers gave us the opportunity to transition our workforce towards analytics and a more balanced grade structure without completely shutting us down. So we are looking at a replacement hiring plan that ensures a sustainable grade structure, balances management-to-staff ratios across the offices, and allows us to recruit new skills needed to advance current and future information management and technology requirements for the Agency with fewer resources.
- In addition, OEI employees who do not take the buyout/early out will have plenty of opportunities. We are now starting to define what this means in terms of our workforce, including what opportunities might be available, how staff can express interest, etc. We are looking for your ideas!
- A number of organizations will be involved in expanding efforts to develop an efficient hiring process that promotes diversity and attracts a broader pool of qualified applicants; there will also be more guidance for hiring officials to ensure that they are equipped with the necessary tools and information to make more impartial and efficient hiring decisions.
- So as you can see, offering VERA/VSIPs is just one component of a much larger effort to improve the way we work and hopefully improve the workplace experience for our employees.
- The Administrator, Deputy Administrator and I appreciate and value your contributions to the agency and to the public that we serve.
- We recognize that employees have been through a difficult season here at EPA over the past year. There have been difficult choices made, budgetary restrictions, and stress placed on all of us.
- As we begin a new year, with a better budget, and now opportunities like VERA/VSIP to begin to make needed changes, we face a future that looks brighter.
- I am confident that our future will provide us with more opportunities to be professionally challenged, creative, streamlined, effective and confident in the work we are doing to protect public health and the environment.
- I am going to open up the floor for your questions, but assure you that most of the details concerning the VERA/VSIP process are contained in the letters that will be sent out.

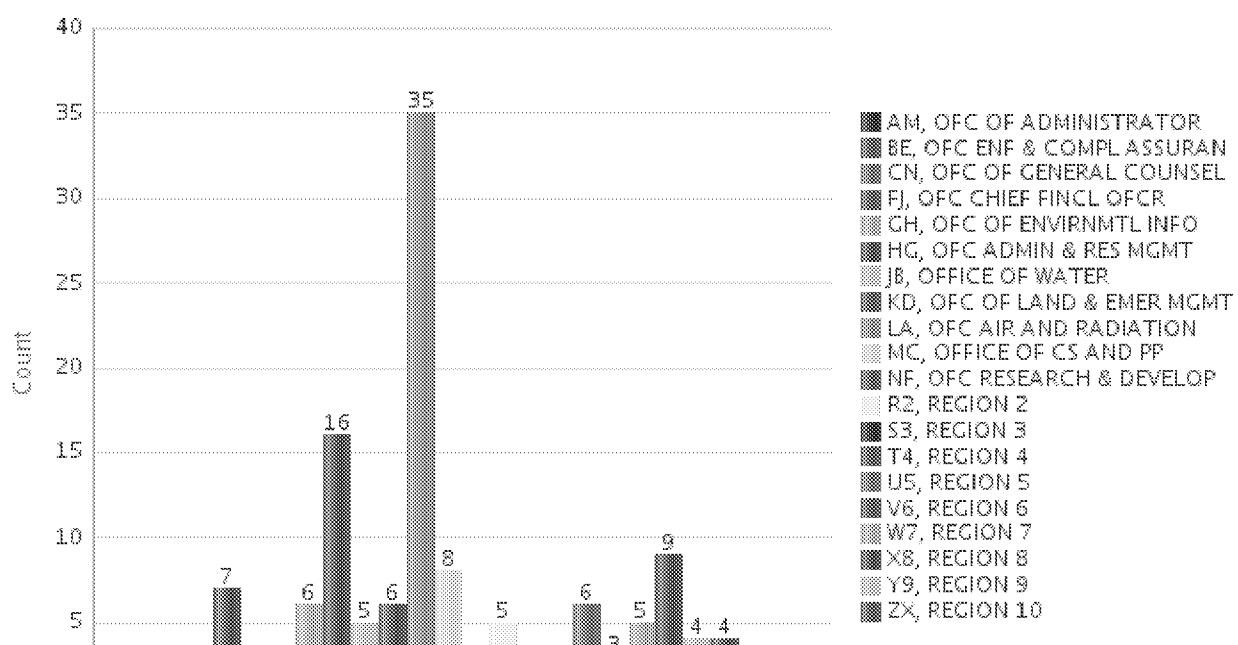
EPA External Hires & Separations

02/01/2017 to 09/26/2017

SEPARATIONS Total 759



EXTERNAL HIRES Total 129





Note: Data does not include experts, consultants, or committee members.

EPA Separations Total 759

02/01/2017 to 09/26/2017

OFC OF ADMINISTRATOR

Org Desc	Count
OFFICE OF THE ADMINISTRATOR- IMMEDIATE OFFICE	12
ASSOC ADMR FOR OFFICE OF POLICY	6
Grand Total	18

OFC ENF & COMPL ASSURAN

Org Desc	Count
ASST ADMR FOR ENF&COMPL ASSURANCE	6
OFFICE OF ENVIRONMENTAL JUSTICE	2
OFFICE OF COMPLIANCE	12
OFC OF CRIMINAL ENF,FORENSICS&TRNG	26
OFFICE OF CIVIL ENFORCEMENT	8
OFFICE OF FEDERAL ACTIVITIES	5
OFC OF SITE REMEDIATION ENFORCEMENT	6
Grand Total	65

OFC OF GENERAL COUNSEL

Org Desc	Count
OFFICE OF GENERAL COUNSEL- IMMEDIATE OFFICE	2
CROSS-CUTTING ISSUES LAW OFFICE	1
WATER LAW OFFICE	1
SOLID WASTE & EMER RESPONSE LAW OFC	1
CIVIL RIGHTS & FINANCE LAW OFFICE	1
ETHICS OFFICE	1
Grand Total	7

OFC INTERNTNL & TRIB AF

Org Desc	Count
AMERICAN INDIAN ENVIRONMENTAL OFFICE	1
OFC OF REGIONAL AND BILATERAL AFFAIRS	1
Grand Total	2

OFC CHIEF FINCL OFCR

Org Desc	Count
OFC OF PLANNING,ANLS&ACCOUNTABILITY	1
OFFICE OF BUDGET	2
OFFICE OF THE CONTROLLER	15
OFC OF TECHNOLOGY SOLUTIONS	2
Grand Total	20

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OFC OF ENVIRNMTL INFO

Org Desc	Count
OFFICE OF ENVIRONMENTAL INFORMATION- IMMEDIATE OFFICE	3
OFC OF ENTERPRISE INFO PROGRAMS	5
OFC OF INFORMATION TECHNOLOGY OPS	4
OFC OF INFORMATION MANAGEMENT	3
OFC OF INFORMATION SECURITY & PRIVACY	2
OFC OF DIGITAL SERVICES & TECH ARCH	4
OFC OF CUST ADVO, POL & PORTFOLIO MGT	1
Grand Total	22

OFC ADMIN & RES MGMT

Org Desc	Count
ASST ADMR FOR ADMIN & RESOURCES MGMT	5
OFFICE OF ADMINISTRATION	7
OFC OF MGMT & ADMINISTRATION-CINC	6
OFC OF HUMAN RESOURCES	7
OFC OF MGMT & ADMINISTRATION-RTP	7
OFFICE OF ACQUISITION MANAGEMENT	10
OFFICE OF GRANTS & DEBARMENT	6
Grand Total	48

OFFICE OF WATER

Org Desc	Count
ASST ADMR FOR WATER	4
OFFICE OF WASTEWATER	5
OFFICE OF SCIENCE & TECHNOLOGY	8
OFC OF WETLANDS, OCEANS & WATERSHEDS	6
OFFICE OF GROUNDWATER&DRINKING WATER	10
Grand Total	33

OFC OF LAND & EMER MGMT

Org Desc	Count
ASST ADMR OFC OF LAND & EMER MGMT	2
OFC OF SUPERFUND REMTION&TECH INNOV	5
OFC OF RESOURCE CONSERVATION&RECOVERY	8
OFC OF BROWNFIELDS&LAND REV	3
OFFICE OF EMERGENCY MANAGEMENT	5
Grand Total	23

OFC AIR AND RADIATION

Org Desc	Count
ASST ADMR FOR AIR & RADIATION	1
OFFICE OF ATMOSPHERIC PROGRAMS	8
OFC OF AIR QUALITY PLANNING&STANDARDS	10

OFFICE OF TRANSPORTATION & AIR QUALITY	27
OFFICE OF RADIATION & INDOOR AIR	1
Grand Total	47

OFFICE OF CS AND PP

Org Desc	Count
ASST ADMR FOR CHEM SAFETY&PLTN PREV	2
OFC OF POLLUTION PREVENTION & TOXICS	14
OFFICE OF PESTICIDES PROGRAMS	37
Grand Total	53

OFC RESEARCH & DEVELOP

Org Desc	Count
ASST ADMR FOR RESEARCH & DEVELOPMENT	14
NATL EXPOSURE RSCH LABORATORY - RTP	14
NATL RISK MGMT RSCH LAB - CINC	10
NATL CTR FOR COMPUTATIONAL TOXICOLOGY	1
NATL HLTH&ENVIRO EFFECTS RSCH LAB-RTP	8
NATL CENTER FOR ENVIRO ASSESSMENT	11
NATIONAL CENTER FOR ENVIRO RESEARCH	5
NATL HOMELAND SECURITY RESEARCH CTR	5
Grand Total	68

REGION 1

Org Desc	Count
REGION 1- IMMEDIATE OFFICE	4
OFFICE OF ECOSYSTEM PROTECTION	8
OFFICE OF ENVIRONMENTAL STEWARDSHIP	9
OFC OF SITE REMEDIATION & RESTORATION	6
OFC OF ENVIRO MEASUREMENT&EVALUATION	3
OFC OF ADMIN & RESOURCES MGMT	8
Grand Total	38

REGION 2

Org Desc	Count
REGION 2- IMMEDIATE OFFICE	2
OFFICE OF REGIONAL COUNSEL	4
CLEAN WATER DIVISION	2
EMERGENCY & REMEDIAL RESPONSE DIV	3
DIVISION OF ENVIRO SCIENCE&ASSESSMENT	2
DIV OF ENF & COMPLIANCE ASSISTANCE	3
CLEAN AIR AND SUSTAINABILITY DIV	2
Grand Total	18

REGION 3

Org Desc	Count
REGION 3- IMMEDIATE OFFICE	8
OFC OF CHESAPEAKE BAY PROGRAM OFC	3
OFFICE OF REGIONAL COUNSEL	5
HAZARDOUS SITE CLEANUP DIV	10
LAND AND CHEMICALS DIVISION	4
WATER PROTECTION DIVISION	8
AIR PROTECTION DIVISION	3
ENVIRO ASSESSMENT & INNOVATION DIV	8
Grand Total	49

REGION 4

Org Desc	Count
REGION 4- IMMEDIATE OFFICE	7
GULF OF MEXICO PROGRAM	2
SCIENCE & ECOSYSTEM SUPPORT DIV	1
WATER PROTECTION DIV	12
AIR, PESTICIDES & TOXICS MGMT DIV	6
OFFICE OF REGIONAL COUNSEL	4
SUPERFUND DIVISION	3
OFFICE OF ENFORCEMENT COORDINATION	1
Grand Total	36

REGION 5

Org Desc	Count
REGION 5- IMMEDIATE OFFICE	9
OFC OF ENF & COMPLIANCE ASSURANCE	1
OFC OF GREAT LAKES NATIONAL PROGRAM	2
OFFICE OF REGIONAL COUNSEL	10
AIR & RADIATION DIVISION	8
WATER DIVISION	11
LAND & CHEMICALS DIVISION	6
SUPERFUND DIVISION	10
Grand Total	57

REGION 6

Org Desc	Count
REGION 6- IMMEDIATE OFFICE	11
OFC ENVIRO JUSTICE,TRIBAL&INTL AFFAIR	1
SUPERFUND DIVISION	8
COMPLIANCE ASSURANCE & ENFRC DIV	4
WATER DIVISION	6
MULTIMEDIA DIVISION	6
OFFICE OF REGIONAL COUNSEL	4
Grand Total	40

REGION 7

Org Desc	Count
REGION 7- IMMEDIATE OFFICE	6
ENFORCEMENT COORDINATION OFFICE	2
OFC OF TRIBAL AND INTL COORDINATION	1
OFFICE OF REGIONAL COUNSEL	6
SUPERFUND DIVISION	7
AIR & WASTE MANAGEMENT DIV	9
ENVIRO SCIENCES & TECHNOLOGY DIV	7
WATER, WETLANDS & PESTICIDES DIV	10
Grand Total	48

REGION 8

Org Desc	Count
REGION 8- IMMEDIATE OFFICE	7
OFC OF ENF, COMPLIANCE & ENVIRO JUSTICE	2
OFC OF ECO PROTECTION & REMEDIATION	3
OFC OF PARTNERSHIPS & REGULATORY ASTNC	2
OFFICE OF REGIONAL COUNSEL	1
OFFICE OF WATER PROTECTION	2
Grand Total	17

REGION 9

Org Desc	Count
REGION 9- IMMEDIATE OFFICE	4
WATER DIVISION	6
AIR DIVISION	2
OFFICE OF REGIONAL COUNSEL	4
SUPERFUND DIVISION	10
ENFORCEMENT DIVISION	4
LAND DIVISION	2
Grand Total	32

REGION 10

Org Desc	Count
REGION 10- IMMEDIATE OFFICE	4
OFFICE OF WATER & WATERSHEDS	2
OFFICE OF COMPLIANCE & ENFORCEMENT	5
OFFICE OF ENVIRON REVIEW & ASSESSMENT	1
OFFICE OF ENVIRONMENTAL CLEANUP	5
REGIONAL ADMINISTRATOR'S DIVISION	1
Grand Total	18

EPA External Hires Total 129

02/01/2017 to 09/26/2017

OFC OF ADMINISTRATOR

Org Desc	Count
OFFICE OF THE ADMINISTRATOR- IMMEDIATE OFFICE	1
Grand Total	1

OFC ENF & COMPL ASSURAN

Org Desc	Count
OFC OF CRIMINAL ENF, FORENSICS & TRNG	5
OFFICE OF CIVIL ENFORCEMENT	1
OFC OF SITE REMEDIATION ENFORCEMENT	1
Grand Total	7

OFC OF GENERAL COUNSEL

Org Desc	Count
PESTICIDES & TOXIC SUBSTANCES LAW OFC	1
EXTERNAL CIVIL RIGHTS COMPLIANCE OFC	1
Grand Total	2

OFC CHIEF FINCL OFCR

Org Desc	Count
OFFICE OF THE CHIEF FINANCIAL OFFICER- IMMEDIATE	1
Grand Total	1

OFC OF ENVIRNMTL INFO

Org Desc	Count
OFC OF ENTERPRISE INFO PROGRAMS	1
OFC OF INFORMATION TECHNOLOGY OPS	3
OFC OF INFORMATION MANAGEMENT	1
OFC OF INFORMATION SECURITY & PRIVACY	1
Grand Total	6

OFC ADMIN & RES MGMT

Org Desc	Count
ASST ADMR FOR ADMIN & RESOURCES MGMT	2
OFC OF MGMT & ADMINISTRATION-CINC	1
OFC OF HUMAN RESOURCES	3
OFC OF MGMT & ADMINISTRATION-RTP	1
OFFICE OF ACQUISITION MANAGEMENT	7
OFFICE OF GRANTS & DEBARMENT	2
Grand Total	16

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OFFICE OF WATER

Org Desc	Count
ASST ADMR FOR WATER	1
OFC OF WETLANDS, OCEANS & WATERSHEDS	2
OFFICE OF GROUNDWATER&DRINKING WATER	2
Grand Total	5

OFC OF LAND & EMER MGMT

Org Desc	Count
OFC OF SUPERFUND REMTION&TECH INNOV	6
Grand Total	6

OFC AIR AND RADIATION

Org Desc	Count
OFC OF AIR QUALITY PLANNING&STANDARDS	1
OFFICE OF TRANSPORTATION & AIR QUALITY	29
CTR OF ENVIRO RADIOANALYTICAL LAB SCI	5
Grand Total	35

OFFICE OF CS AND PP

Org Desc	Count
OFC OF POLLUTION PREVENTION & TOXICS	2
OFFICE OF PESTICIDES PROGRAMS	6
Grand Total	8

OFC RESEARCH & DEVELOP

Org Desc	Count
ASST ADMR FOR RESEARCH & DEVELOPMENT	1
NATL HLTH&ENVIRO EFFECTS RSCH LAB-RTP	1
Grand Total	2

REGION 2

Org Desc	Count
REGION 2- IMMEDIATE OFFICE	4
EMERGENCY & REMEDIAL RESPONSE DIV	1
Grand Total	5

REGION 3

Org Desc	Count
REGION 3- IMMEDIATE OFFICE	2
Grand Total	2

REGION 4

Org Desc	Count
REGION 4- IMMEDIATE OFFICE	1
WATER PROTECTION DIV	1
Grand Total	2

REGION 5

Org Desc	Count
REGION 5- IMMEDIATE OFFICE	2
OFC OF GREAT LAKES NATIONAL PROGRAM	1
LAND & CHEMICALS DIVISION	1
SUPERFUND DIVISION	2
Grand Total	6

REGION 6

Org Desc	Count
REGION 6 - IMMEDIATE OFFICE	2
OFFICE OF REGIONAL COUNSEL	1
Grand Total	3

REGION 7

Org Desc	Count
REGION 7- IMMEDIATE OFFICE	3
SUPERFUND DIVISION	1
ENVIRO SCIENCES & TECHNOLOGY DIV	1
Grand Total	5

REGION 8

Org Desc	Count
OFC OF ECO PROTECTION&REMEDIATION	3
OFC OF PARTNERSHIPS®ULATORY ASTNC	1
OFFICE OF REGIONAL COUNSEL	1
OFFICE OF WATER PROTECTION	4
Grand Total	9

REGION 9

Org Desc	Count
REGION 9- IMMEDIATE OFFICE	2
AIR DIVISION	1
SUPERFUND DIVISION	1
Grand Total	4

REGION 10

Org Desc	Count
REGION 10- IMMEDIATE OFFICE	1
OFFICE OF WATER & WATERSHEDS	1
OFFICE OF ENVIRON REVIEW & ASSESSMENT	1
IDAHO OPERATIONS OFFICE	1
Grand Total	4

EPA Estimated Departures

Between 9/26/2017 and 09/30/2017

Sub Bur Desc	Estimated Departures
OFC OF ADMINISTRATOR	0
OFC ENF & COMPL ASSURAN	3
OFC OF GENERAL COUNSEL	0
OFC OF INSPECTOR GENERAL	1
OFC INTERNTNL & TRIB AF	0
OFC CHIEF FINCL OFCR*	1
OFC OF ENVIRNMTL INFO*	2
OFC ADMIN & RES MGMT	0
OFFICE OF WATER	1
OFC OF LAND & EMER MGMT	0
OFC AIR AND RADIATION	4
OFFICE OF CS AND PP	7
OFC RESEARCH & DEVELOP	10
REGION 1	2
REGION 2	3
REGION 3	0
REGION 4	1
REGION 5	3
REGION 6	0
REGION 7	0
REGION 8	3
REGION 9	1
REGION 10	1
Grand Total	43

* Indicates 1 VERA/VSIP departure.

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EPA VERA/VSIP Separations

From 08/19/17 - 09/30/2017- Includes two pending departures between 09/26/2017 and 09/30/2017

Sub Bur Desc	Separations
OFC OF ADMINISTRATOR	11
OFC ENF & COMPL ASSURAN	39
OFC OF GENERAL COUNSEL	2
OFC OF INSPECTOR GENERAL	0
OFC INTERNTNL & TRIB AF	2
OFC CHIEF FINCL OFCR*	15
OFC OF ENVIRNMTL INFO*	16
OFC ADMIN & RES MGMT	25
OFFICE OF WATER	18
OFC OF LAND & EMER MGMT	15
OFC AIR AND RADIATION	3
OFFICE OF CS AND PP	10
OFC RESEARCH & DEVELOP	29
REGION 1	20
REGION 2	7
REGION 3	41
REGION 4	19
REGION 5	28
REGION 6	29
REGION 7	29
REGION 8	2
REGION 9	11
REGION 10	5
Grand Total	376

* Indicates 1 pending departure

Congressional Inquiry

External Hires

Sub Bur Desc	Count
OFC OF ADMINISTRATOR	1
OFC ENF & COMPL ASSURAN	7
OFC OF GENERAL COUNSEL	2
OFC CHIEF FINCL OFCR	1
OFC OF ENVIRNMTL INFO	6
OFC ADMIN & RES MGMT	16
OFFICE OF WATER	5
OFC OF LAND & EMER MGMT	6
OFC AIR AND RADIATION	35
OFFICE OF CS AND PP	8
OFC RESEARCH & DEVELOP	2
REGION 2	5
REGION 3	2
REGION 4	2
REGION 5	6
REGION 6	3
REGION 7	5
REGION 8	9
REGION 9	4
REGION 10	4
	129

Separations

Sub Bur Desc	Count
OFC OF ADMINISTRATOR	18
OFC ENF & COMPL ASSURAN	65
OFC OF GENERAL COUNSEL	7
OFC INTERNTNL & TRIB AF	2
OFC CHIEF FINCL OFCR	20
OFC OF ENVIRNMTL INFO	22
OFC ADMIN & RES MGMT	48
OFFICE OF WATER	33
OFC OF LAND & EMER MGMT	23
OFC AIR AND RADIATION	47
OFFICE OF CS AND PP	53
OFC RESEARCH & DEVELOP	68
REGION 1	38
REGION 2	18
REGION 3	49
REGION 4	36
REGION 5	57
REGION 6	40
REGION 7	48
REGION 8	17

Sub Bur Desc	External Hires	Separations
OFC OF ADMINISTRATOR	1	18
OFC ENF & COMPL ASSURAN	7	65
OFC OF GENERAL COUNSEL	2	7
OFC INTERNTNL & TRIB AF		2
OFC CHIEF FINCL OFCR	1	20
OFC OF ENVIRNMTL INFO	6	22
OFC ADMIN & RES MGMT	16	48
OFFICE OF WATER	5	33
OFC OF LAND & EMER MGMT	6	23
OFC AIR AND RADIATION	35	47
OFFICE OF CS AND PP	8	53
OFC RESEARCH & DEVELOP	2	68
REGION 1		38
REGION 2	5	18
REGION 3	2	49
REGION 4	2	36
REGION 5	6	57
REGION 6	3	40
REGION 7	5	48
REGION 8	9	17
REGION 9	4	32
REGION 10	4	18
Grand Total	129	759

Type

AM

Org
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BE

Org
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BDBK0000
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BDBM0000

Separations

OFC OF ADMINISTRATOR

Org Desc	# Distinct Transactions
OFFICE OF THE ADMINISTRATOR	2
OFC OF ADMIN & EXECUTIVE SERVICES	1
RESOURCES MANAGEMENT STAFF	1
OFC OF SMALL & DISADVANT BUSINESS UTIL	1
EMPLOYMENT COMPLAINTS RESOLUTION STF	3
OFFICE OF EXECUTIVE SECRETARIAT	1
OFFICE OF CONGRESSIONAL AFFAIRS	2
OFFICE OF WEB COMMUNICATIONS	1
ASSOC ADMR FOR OFFICE OF POLICY	2
EVALUATION SUPPORT DIVISION	1
FEDERAL AND STATE DIVISION	1
COMMUNITIES ASSISTANCE & RESEARCH DIV	1
BENEFITS ASSESSMENT&METHODS DEV DIV	1
	18

OFC ENF & COMPL ASSURAN

Org Desc	# Distinct Transactions
ASST ADMR FOR ENF&COMPL ASSURANCE	1
OFFICE OF ADMINISTRATION AND POLICY	1
ADMINISTRATIVE MANAGEMENT DIVISION	1
INFORMATION TECHNOLOGY DIVISION	2
POLICY & LEGISLATIVE COORDINATION DIV	1
OFFICE OF ENVIRONMENTAL JUSTCE	2
OFFICE OF COMPLIANCE	2
NATIONAL PLANNING AND MEASURES BRANCH	1
INTEGRATION TARGETING & ACCESS BRANCH	2
DATA SYSTEMS & INFORMATION MGMT BR	1
ICIS CUSTOMER SUPPORT SECTION	2
AIR BRANCH	1
WATER BRANCH	1
PESTICIDES, WASTE AND TOXICS BR	2
CRIMINAL INVESTIGATION DIV	1
TRAINING BRANCH	1
INVESTIGATIONS BRANCH	1
OPERATIONS BRANCH	1
NEW YORK AREA OFFICE	2
PHILADELPHIA AREA OFFICE	3
CHICAGO AREA OFFICE	1
DALLAS AREA OFFICE	2
DENVER AREA OFFICE	2
SAN FRANCISCO AREA OFFICE	2
SEATTLE AREA OFFICE	1

Type

AM

Org
A0AB0000
Grand Total

BE

Org
BD000000
BECA0000
BGAB0000
Grand Total

CN

Org
CB000000
CL000000
Grand Total

FJ

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FOA00000
Grand Total

GH

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GC000000
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Grand Total

HG

Org
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HCB00000
HDAB0000
HEB00000
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External Hires

OFC OF ADMINISTRATOR

Org Desc	# Distinct Transactions
RESOURCES MANAGEMENT STAFF	1
	1

OFC ENF & COMPL ASSURAN

Org Desc	# Distinct Transactions
OFC OF CRIMINAL ENF,FORENSICS&TRNG	5
MUNICIPAL BRANCH	1
REGIONS 5, 7 & 10 BRANCH	1
	7

OFC OF GENERAL COUNSEL

Org Desc	# Distinct Transactions
PESTICIDES & TOXIC SUBSTANCES LAW OFC	1
EXTERNAL CIVIL RIGHTS COMPLIANCE OFC	1
	2

OFC CHIEF FINCL OFCR

Org Desc	# Distinct Transactions
OFC OF RESOURCE & INFORMATION MGMT	1
	1

OFC OF ENVIRNMTL INFO

Org Desc	# Distinct Transactions
ERULEMAKING & FOIAONLINE DIV	1
WASHINGTON D.C. OPERATIONS DIV	1
HOSTING & STORAGE TECHNOLOGIES BRANCH	1
SECURITY & IDENTITY MANAGEMENT BR	1
OFC OF INFORMATION MANAGEMENT	1
OFC OF INFORMATION SECURITY & PRIVACY	1
	6

OFC ADMIN & RES MGMT

Org Desc	# Distinct Transactions
RESOURCES, ANALYSIS AND PLANNING DIV	2
HUMAN RESOURCES MANAGEMENT DIV - LV	1
LABOR & EMPLOYEE RELATIONS DIVISION	2
POLICY & ACCOUNTABILITY BRANCH	1
FACILITIES SERVICES BRANCH	1
HEADQUARTERS PROCUREMENT OPS DIV	2
ADMINISTRATIVE CONTRACT SERVICE CTR	1
PROG MGMT&RGNL COORDINATION SVC CTR	1
OFFICE OF WATER SERVICE CENTER	1
SPECIALIZED SERVICE CENTER	1

REGION 9	32
REGION 10	18
	759

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BDCAB000
BDCAC000
BDCB0000
BDCBB000
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CN
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EL
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FJ
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FDJAD000
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OFC OF NATL ENF INVESTIGATIONS CENTER	1
PROJECT SUPPORT SECTION	2
QUALITY SECTION	2
PLASMA & CHARACTERISTIC TESTING SCTN	1
MICROSCOPY AND X-RAY SECTION	1
FIELD BRANCH	1
CRIMINAL SERVICES SECTION	1
OFFICE OF CIVIL ENFORCEMENT	1
RESOURCE MANAGEMENT STAFF	1
CROSS-CUTTING POLICY STAFF	1
AIR ENFORCEMENT DIVISION	1
VEHICLE AND ENGINE ENFORCEMENT BRANCH	1
STATIONARY SOURCE ENFORCEMENT BRANCH	1
INDUSTRIAL BRANCH	2
OFFICE OF FEDERAL ACTIVITIES	1
NEPA COMPLIANCE DIVISION	2
INTL COMPLIANCE ASSURANCE DIV	2
PROGRAM EVALUATION & COORDINATION BR	3
REGIONAL SUPPORT DIVISION	1
REGIONS 5, 7 & 10 BRANCH	2
	65

OFC OF GENERAL COUNSEL

Org Desc	# Distinct Transactions
OFFICE OF GENERAL COUNSEL	2
CROSS-CUTTING ISSUES LAW OFFICE	1
WATER LAW OFFICE	1
SOLID WASTE & EMER RESPONSE LAW OFC	1
CIVIL RIGHTS & FINANCE LAW OFFICE	1
ETHICS OFFICE	1
	7

OFC INTERNTNL & TRIB AF

Org Desc	# Distinct Transactions
AMERICAN INDIAN ENVIRONMENTAL OFFICE	1
OFC OF REGIONAL AND BILATERAL AFFAIRS	1
	2

OFC CHIEF FINCL OFCR

Org Desc	# Distinct Transactions
OFC OF PLANNING,ANLS&ACCOUNTABILITY	1
BUDGET FORMULATION AND CONTROL STAFF	1
MULTI-MEDIA ANALYSIS STAFF	1
OFFICE OF THE CONTROLLER	2
GENERAL LEDGER ANALYSIS &REPORTING BR	1
PROGRAM ACCOUNTING BRANCH	1
POLICY&TRAINING BRANCH	1
FEDERAL PAYMENT BRANCH	2
TRAVEL BRANCH	2
BRANCH A	1

HEEB0000
HFBA0000
HFBC0000
Grand Total

JB

Org
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JCAA0000
JCBA0000
JDAB0000
JDBB0000
Grand Total

KD

Org
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KBBA0000
KBBB0000
Grand Total

LA

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LDDD0000
Grand Total
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Org
MBAG0000

OFC OF AIR & RADIATION SERVICE CENTER	1
GRANTS MANAGEMENT BRANCH	1
FELLOWSHIPS, IAGS & SEES BRANCH	1
	16

OFFICE OF WATER

Org Desc	# Distinct Transactions
MANAGEMENT & OPERATIONS STAFF	1
WETLANDS STRATEGIES&STATE PROGRAMS BR	1
MONITORING BRANCH	1
INFRASTRUCTURE BRANCH	1
STANDARDS & RISK REDUCTION BRANCH	1
	5

OFC OF LAND & EMER MGMT

Org Desc	# Distinct Transactions
ENVIRO RESPONSE TEAM (EAST/WEST)	4
CMTY INVOLVEMENT&PROG INITIATIVES BR	1
SCIENCE POLICY BRANCH	1
	6

OFC AIR AND RADIATION

Org Desc	# Distinct Transactions
GEOGRAPHIC STRATEGIES GROUP	1
OFFICE OF TRANSPORTATION & AIR QUALITY	1
CENTRALIZED SERVICES CENTER	1
FUELS COMPLIANCE CENTER - IT	2
GASOLINE ENGINE COMPLIANCE CENTER	3
LIGHT DUTY VEHICLE CENTER	1
FUELS COMPLIANCE CENTER - POLICY	2
ENGINE TESTING CENTER	2
INFORMATION MANAGEMENT CENTER	1
TRANSPORTATION AND CLIMATE DIV	1
CLIMATE ECONOMICS AND MODELING CENTER	2
STATE MEASURES&TRNSP PLNG CTR	1
TECHNOLOGY ASSESSMENT CENTER	3
SMARTWAY&SUPPLY CHAIN PROGRAMS CENTER	3
LARGE MARINE AND AVIATION CENTER	1
DATA AND TESTING CENTER	1
FUELS CENTER	1
AIR QUALITY & MODELING CENTER	1
HEALTH EFFECTS,BENEFITS&TOXICS CENTER	1
LIGHT-DUTY VEHICLES&SMALL ENGINES CTR	1
CTR OF ENVIRO RADIOANALYTICAL LAB SCI	2
CENTER FOR WASTE MGMT & REGULATIONS	2
CENTER FOR SCIENTIFIC ANALYSIS	1
	35

OFFICE OF CS AND PP

Org Desc	# Distinct Transactions
ASSESSMENT BRANCH 3	1

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FDJCD000
FDJD0000
FEB00000
FED00000
Grand Total

GH

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Grand Total

HG

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HDAB0000
HDCA0000
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HDCBA000

BRANCH B	1
BRANCH D	1
WASHINGTON FINANCE CENTER	3
SYSTEMS RESEARCH & DEVELOPMENT DIVISI	1
BUSINESS SUPPORT DIVISION	1
	20

OFC OF ENVIRNMTL INFO

Org Desc	# Distinct Transactions
INFORMATION & SECURITY PROGRAM DIV	1
HUMAN RESOURCES & ADMINISTRATION DIV	2
EDISCOVERY DIV	1
FOIA, LIBRARIES & ACCESSIBILITY DIV	2
ERULEMAKING & FOIAONLINE DIV	1
ENTERPRISE QUALITY MANAGEMENT DIV	1
OFC OF INFORMATION TECHNOLOGY OPS	1
SERVICE MANAGEMENT BR	3
OFC OF INFORMATION MANAGEMENT	1
INFO ACCESS & ANALYTICAL SERVICES DIV	1
WEB CONTENT SERVICES DIV	1
OFC OF INFORMATION SECURITY & PRIVACY	2
TECHNICAL ARCHITECTURE & PLANNING DIV	1
DIGITAL SERVICES DIV	3
CUSTOMER ADVOCACY & COMMUNICATION DIV	1
	22

OFC ADMIN & RES MGMT

Org Desc	# Distinct Transactions
ASST ADMR FOR ADMIN & RESOURCES MGMT	1
RESOURCES, ANALYSIS AND PLANNING DIV	2
ADMINISTRATIVE OPER & STEWARDSHIP DIV	2
RESOURCE MANAGEMENT STAFF	1
HEADQUARTERS SERVICE BRANCH	4
PHYSICAL SECURITY & PREPAREDNESS BR	1
SAFETY & SUSTAINABILITY DIVISION	1
REGIONAL OPERATIONS BRANCH	1
OPERATIONS BRANCH A	2
OPERATIONS BRANCH B	2
INFORMATION RESOURCES MGMT DIV	1
OFC OF HUMAN RESOURCES	1
LABOR & EMPLOYEE RELATIONS DIVISION	3
WORKFORCE PLANNING BRANCH	1
POLICY & ACCOUNTABILITY BRANCH	1
EMPLOYEE SERVICES BRANCH	1
FACILITIES OPERATIONS BRANCH	2
FACILITIES SERVICES BRANCH	1
SSC OPERATIONS SECTION 1A	1
SSC OPERATIONS SECTION 1B	2
SSC OPERATIONS SECTION 2A	1

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MCBJ0000
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MCFB0000
MCGC0000
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NF

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Grand Total

R2

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Grand Total

S3

Org
S0AH0000
Grand Total

T4

Org
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Grand Total

U5

Org
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U0C00000
UCAA0000
UGC00000
UH000000
UHDE0000
Grand Total

V6

Org
V0A00000
V0ADD000
VFD00000
Grand Total

W7

Org

NEW CHEMICALS MANAGEMENT BRANCH	1
FUNGICIDE & HERBICIDE BRANCH	1
ENVIRONMENTAL RISK BRANCH IV	1
RISK MGMT & IMPLEMENTATION BRANCH I	1
RISK ASSESSMENT BRANCH II	1
RISK ASSESSMENT & SCIENCE SUPPORT BR	1
MICROBIAL PESTICIDES BRANCH	1
	8

OFC RESEARCH & DEVELOP

Org Desc	# Distinct Transactions
REGIONAL, STATE, TRIBAL SCIENCE STAFF	1
EPIDEMIOLOGY BRANCH	1
	2

REGION 2

Org Desc	# Distinct Transactions
CONTRACTS MANAGEMENT BR	1
GRANTS AND AUDIT MANAGEMENT BR	1
INFORMATION MANAGEMENT SECTION	1
NY/CARIBBEAN FACILITIES SECTION	1
PREVENTION SECTION	1
	5

REGION 3

Org Desc	# Distinct Transactions
CONTRACTS BRANCH	2
	2

REGION 4

Org Desc	# Distinct Transactions
ACQUISITION MGMT SECTION	1
MARINE REG. & WETLANDS ENFMT. SECTION	1
	2

REGION 5

Org Desc	# Distinct Transactions
MULTIMEDIA COMMUNICATIONS SECTION	1
OFFICE OF CIVIL RIGHTS	1
PROJECT ASSISTANCE & OVERSIGHT SECTN	1
REMEDIATION AND REUSE BR	1
SUPERFUND DIVISION	1
FIELD SERVICES SECTION	1
	6

REGION 6

Org Desc	# Distinct Transactions
MANAGEMENT DIVISION	1
GRANTS PROGRAM SECTION	1
DEPUTY REGIONAL COUNSEL FOR ENF	1
	3

REGION 7

Org Desc	# Distinct Transactions
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HE0AB000
HE0AC000
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Grand Total

JB

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JD000000
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JDBB0000
JDBC0000
Grand Total

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Org
KOB00000

OFFICE OF ACQUISITION MANAGEMENT	2
POLICY TRAINING & OVERSIGHT DIV	4
ACQUISITION POL&TRAINING SERVICE CTR	1
MANAGEMENT SUPPORT SERVICE CENTER	1
FINANCIAL ANLS&OVERSIGHT SERVICE CTR	1
INFO RESOURCE MGMT PROC SVC CTR	1
RESOURCE MANAGEMENT STAFF	1
NATL POLICY,TRAINING&COMPLIANCE DIV	2
SUSPENSION & DEBARMENT DIVISION	1
GRANTS MANAGEMENT BRANCH	1
FELLOWSHIPS, IAGS & SEES BRANCH	1
	48

OFFICE OF WATER

Org Desc	# Distinct Transactions
ORGANIZATIONAL SUPPORT SERVICES	1
WATER POLICY STAFF	1
RESOURCE MANAGEMENT STAFF	1
COMMUNICATIONS STAFF	1
PLANNING INFO & RESOURCES MGMT STF	1
WATER PERMITS DIVISION	1
STATE REVOLVING FUND BRANCH	1
SUSTAINABLE COMMUNITIES & INFRASTR BR	1
WATER INFRASTR&RESILIENCY FINANCE CTR	1
OFFICE OF SCIENCE & TECHNOLOGY	1
TECHNOLOGY AND ANALYTICAL SUPPORT	1
ENGINEERING & ANALYTICAL SUPPORT BR	2
HEALTH & ECOLOGICAL CRITERIA DIVISION	1
HUMAN RISK ASSESSMENT BRANCH	1
ECOLOGICAL RISK ASSESSMENT BRANCH	2
OCEANS, WETLANDS & COMMUNITIES DIV	1
ASSESSMENT & WATERSHED DIV	1
WATERSHED RESTRTN, ASSESS & PROT DIV	1
MONITORING & ANALYSIS BRANCH	1
WATERSHED BRANCH	1
WATER DATA INTEGRATION BRANCH	1
OFFICE OF GROUNDWATER&DRINKING WATER	1
PREVENTION BRANCH	3
INFRASTRUCTURE BRANCH	1
PROTECTION BRANCH	1
STANDARDS & RISK MANAGEMENT DIV	1
TARGETING & ANALYSIS BRANCH	1
STANDARDS & RISK REDUCTION BRANCH	1
TECHNICAL SUPPORT CENTER (CINCINNATI)	1
	33

OFC OF LAND & EMER MGMT

Org Desc	# Distinct Transactions
CENTER FOR PROGRAM ANALYSIS	1

WOAC0000
WOACB000
WOAD0000
WDEA0000
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Grand Total

X8

Org
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Y9

Org
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Grand Total

ZX

Org
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Grand Total

RESOURCES & FINANCIAL MANAGEMENT BR	1
GRANTS MANAGEMENT SECTION	1
HUMAN CAPITAL MANAGEMENT BR	1
RESPONSE AND REMOVAL NORTH SECTION	1
ENVIRONMENTAL FIELD COMPLIANCE BRANCH	1
	5

REGION 8

Org Desc	# Distinct Transactions
TECHNICAL ASSISTANCE UNIT	1
RESPONSE UNIT	2
D DRINKING WATER UNIT A	1
OFFICE OF REGIONAL COUNSEL	1
WASTEWATER UNIT	1
DRINKING WATER UNIT A	1
DRINKING WATER UNIT B	1
AQUIFER & AQUATIC RESOURCES PROT UNIT	1
	9

REGION 9

Org Desc	# Distinct Transactions
CONTRACTS MANAGEMENT SECTION	2
AIR QUALITY ANALYSIS OFFICE	1
CA CLEANUP SECTION 2	1
	4

REGION 10

Org Desc	# Distinct Transactions
HUMAN RESOURCES & FACILITIES UNIT	1
NPDES PERMITS UNIT	1
OFFICE OF ENVIRON REVIEW & ASSESSMENT	1
IDAHO OPERATIONS OFFICE	1
	4

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KB0A0000
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ACQUISITION & RESOURCE MANAGEMENT STF	1
RESOURCES MANAGEMENT DIV	1
CONTRACTS MANAGEMENT BRANCH	1
ENVIRO RESPONSE TEAM (EAST/WEST)	1
SCIENCE POLICY BRANCH	1
SITE ASSESSMENT & REMEDY DECISIONS BR	1
RESOURCES MANAGEMENT STAFF	1
ECONOMICS & RISK ANALYSIS STAFF	1
SUSTAINABLE MATERIALS BRANCH	1
PERMITS BRANCH	1
CLEANUP PROGRAM BRANCH	1
RECYCLING & GENERATOR BRANCH	2
ENERGY RECOVERY & WASTE DISPOSAL BR	1
OFC OF BROWNFIELDS&LAND REV	3
OFFICE OF EMERGENCY MANAGEMENT	1
PREPAREDNESS & RESPONSE OPERATIONS DIV	2
EMERGENCY OPERS CTR & CONTINUITY BR	1
FIELD OPERATIONS BRANCH	1
	23

OFC AIR AND RADIATION

Org Desc	# Distinct Transactions
ACQUISITION POLICY	1
OFFICE OF ATMOSPHERIC PROGRAMS	1
PROGRAM MANAGEMENT STAFF	1
CLIMATE PROTECTION PARTNERSHIPS DIV	1
ENERGY STAR RESIDENTIAL BRANCH	1
MARKET OPERATIONS BRANCH	2
CLIMATE SCIENCE & IMPACTS BRANCH	2
AMBIENT AIR MONITORING GROUP	1
MEASUREMENT TECHNOLOGY GROUP	1
NEW SOURCE REVIEW GROUP	1
OPERATING PERMITS GROUP	1
AIR ECONOMICS GROUP	2
CLIMATE,INTL&MULTI-MEDIA GROUP	1
INFORMATION TRANSFER GROUP	1
POLICY AND STRATEGIES GROUP	1
MINERALS AND MANUFACTURING GROUP	1
POLICY, PLANNING & BUDGET STAFF	1
CHIEF OF STAFF ANN ARBOR	1
CENTRALIZED SERVICES CENTER	6
COMPLIANCE DIVISION	1
FUELS COMPLIANCE CENTER - IT	1
GASOLINE ENGINE COMPLIANCE CENTER	2
LIGHT DUTY VEHICLE CENTER	1
FUELS COMPLIANCE CENTER - POLICY	1
ENGINE TESTING CENTER	3
FUELS/CHEMISTRY CENTER	1

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LCDE0000
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MCFD0000

TESTING SERVICES CENTER	1
TECHNOLOGY ASSESSMENT CENTER	1
SMARTWAY&SUPPLY CHAIN PROGRAMS CENTER	2
LARGE MARINE AND AVIATION CENTER	1
DATA AND TESTING CENTER	1
HEALTH EFFECTS,BENEFITS&TOXICS CENTER	1
HEAVY DUTY ONROAD AND NONROAD CENTER	1
LIGHT-DUTY VEHICLES&SMALL ENGINES CTR	1
PROGRAM MANAGEMENT OFFICE	1
	47

OFFICE OF CS AND PP

Org Desc	# Distinct Transactions
ASST ADMR FOR CHEM SAFETY&PLTN PREV	1
RESOURCE MANAGEMENT STAFF	1
ASSESSMENT BRANCH 1	1
ASSESSMENT BRANCH 2	1
LEAD, HEAVY METALS & INORGANICS BR	2
FIBERS & ORGANICS BRANCH	1
CHEMISTRY,ECONOMIC&SUSTNBL STRG DIV	2
ECONOMICS & POLICY ANALYSIS BRANCH	1
PREVENTION STRATEGIES&IMPLEMENTION BR	2
INFORMATION MANAGEMENT DIV	1
RECORDS & DOCKETS MANAGEMENT BRANCH	1
SCIENCE INFORMATION BRANCH	1
TOXICS RELEASE INVENTORY PROGRAM DIV	1
INFORMATION SERVICES BRANCH	2
PUBLIC INFO & RECORDS INTEGRITY BR	1
CUSTOMER SUPPORT & INFRASTRUCTURE BR	1
SYSTEMS DESIGN & DEVELOPMENT BRANCH	1
SCIENCE INFORMATION & ANALYSIS BRANCH	1
ECONOMIC ANALYSIS BRANCH	1
ENVIRONMENTAL SCIENCE CENTER	1
HERBICIDE BRANCH	1
INVERTEBRATE & VERTEBRATE BR 2	2
MINOR USE & EMERGENCY RESPONSE BR	1
CHEM, INERTS & TOX ASSESSMENT BR	2
COMMUNICATION SERVICES BRANCH	2
POLICY & REGULATORY SERVICES BRANCH	1
ENVIRONMENTAL FATE & EFFECTS DIV	3
EFED INFORMATION SUPPORT BRANCH	2
ENVIRONMENTAL RISK BRANCH III	1
ENVIRONMENTAL RISK BRANCH V	2
PESTICIDE RE-EVALUATION DIV	1
RISK MGMT & IMPLEMENTATION BRANCH V	1
INFO MGMT & CONTRACT SUPPORT BR	2
RISK ASSESSMENT BRANCH III	1
RISK ASSESSMENT BRANCH IV	1

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MCGB0000
MCGD0000
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SCIENCE INFORMATION MANAGEMENT BRANCH	1
REGULATORY MANAGEMENT BRANCH I	1
REGULATORY MANAGEMENT BRANCH II	1
PRODUCT SCIENCE BRANCH	1
MICROBIAL PESTICIDES BRANCH	1
ENVIRONMENTAL STEWARDSHIP BRANCH	1
	53

OFC RESEARCH & DEVELOP

Org Desc	# Distinct Transactions
ASST ADMR FOR RESEARCH & DEVELOPMENT	4
RTP CLIENT SERVICES BRANCH	2
DC SERVICES BRANCH	1
OFFICE OF THE SCIENCE ADVISOR	3
PROGRAM MANAGEMENT SERVICES DIVISION	1
PROGRAM SUPPORT STAFF	1
OFC OF PROG ACCOUNTABILITY&RSRCS MGMT	1
POLICY ADMIN & MGMT INTEGRITY DIV	1
NATL EXPOSURE RSCH LABORATORY - RTP	1
ENVIRONMENTAL CHEMISTRY BRANCH	1
INTERNAL EXPOSURE INDICATORS BRANCH	1
MICROBIAL EXPOSURE BRANCH	2
ATMOSPHERIC MODEL DEVELOPMENT BRANCH	1
WATERSHED EXPOSURE BRANCH	1
ECO & HUMAN COMMUNITY ANALYSIS BRANCH	3
ECOSYSTEM INTEGRITY BRANCH	1
ENVIRONMENTAL FUTURES ANALYSIS BRANCH	1
INTEGRATED ENVIRONMENTAL MODELING BR	2
RESEARCH PLANNING & COORDINATION STAFF	2
DRINKING WATER TREATMENT & DISTRIB BR	1
WATER QUALITY MANAGEMENT BRANCH	1
SYSTEMS ANALYSIS BRANCH	1
ENERGY AND NATURAL SYSTEMS BRANCH	1
GROUNDWATER, WATERSHED, & ECOS REST DIV	1
WATERSHED, ECOS, & SUBSURFACE RSRCH BR	1
LIFE CYCLE & DECISION SUPPORT BRANCH	1
REMEDIATION & TECHNOLOGY EVALUATION BR	1
NATL CTR FOR COMPUTATIONAL TOXICOLOGY	1
PROGRAM OPERATIONS STAFF	1
REPRODUCTIVE TOXICOLOGY BRANCH	1
ENDOCRINE TOXICOLOGY BRANCH	1
SYSTEMS BIOLOGY BRANCH	1
CARDIOPULMONARY & IMMUNOTOXICOLOGY BR	1
SYSTEMS TOXICOLOGY BRANCH	1
ECOSYSTEM ASSESSMENT BRANCH	1
ECOSYSTEM DYNAMICS & EFFECTS BRANCH	1
NATL CENTER FOR ENVIRO ASSESSMENT	1
NCEA-RTP	1

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ENVIRONMENTAL MEDIA ASSESSMENT GROUP	2
QUANTITATIVE & RISK METHODS GROUP	6
TOXIC EFFECTS BRANCH	1
NATIONAL CENTER FOR ENVIRO RESEARCH	2
APPLIED SCIENCE & EDUCATION DIVISION	1
WATER, HEALTH, & INNOVATION DIVISION	2
NATL HOMELAND SECURITY RESEARCH CTR	1
THREAT & CONSEQUENCE ASSESSMENT DIV	3
DECONTAMINATION&CONSEQUENCE MGMT DIV	1
	68

REGION 1

Org Desc	# Distinct Transactions
REGION 1	1
OFFICE OF PUBLIC AFFAIRS	2
OFFICE OF REGIONAL COUNSEL	1
AIR QUALITY UNIT	1
AIR PERMITS,TOXICS&INDOOR PROGS UNIT	2
CLIMATE AND ENERGY UNIT	1
GRANTS,TRIBAL,CMTY&MUNICIPAL ASTNC BR	1
GRANTS TRIBAL&COMMUNITY PROGRAMS UNIT	1
WETLANDS, WATER QUALITY & INFO BRANCH	1
MUNICIPAL PERMITS SECTION	1
ENVIRONMENTAL & COMPLIANCE ASSISTANCE	1
REGULATORY LEGAL	2
OFFICE OF TECHNICAL ENFORCEMENT	2
WATER TECHNICAL	1
TOXICS & PESTICIDES	2
RCRA, EPCRA & FEDERAL PROGRAMS	1
BROWNFIELDS SECTION	1
RCRA WASTE MANAGEMENT SECTION	2
OFFICE OF TECHNICAL & SUPPORT	1
TECHNICAL & ENFORCEMENT	2
ECOSYSTEM ASSESSMENT	2
INVESTIGATION & ANALYSIS	1
GRANTS MANAGEMENT	1
INFORMATION TECHNOLOGY SECTION	2
INFORMATION RESOURCES SECTION	1
OFFICE OF THE COMPTROLLER	2
CUSTOMER SERVICE AND FACILITIES	2
	38

REGION 2

Org Desc	# Distinct Transactions
INTERGOV&COMMUNITY AFFAIRS BR	1
PUBLIC OUTREACH BRANCH	1
AIR BRANCH	1
NEW JERSEY SUPERFUND BRANCH	1
NEW YORK/CARIBBEAN SUPERFUND BR	1

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NEW YORK/CARIBBEAN SUPERFUND SECTION	1
LONG ISLAND SOUND OFFICE	1
NEW YORK WATERSHED MANAGEMENT SECTION	1
SOUTHERN NEW JERSEY REMEDIATION SCTN	1
EASTERN NEW YORK REMEDIATION SECTION	1
PRE-REMEDIATION SECTION	1
LABORATORY BRANCH	1
MONITORING OPERATIONS SECTION	1
WATER COMPLIANCE BRANCH	1
GROUNDWATER COMPLIANCE SECTION	2
AIR PLANNING SECTION	2
	18

REGION 3

Org Desc	# Distinct Transactions
INFORMATION SYSTEMS BRANCH	1
FACILITIES MANAGEMENT & SERVICES BR	1
OFFICE OF THE REGIONAL COMPTROLLER	2
GRANTS & AUDIT MANAGEMENT BRANCH	2
OFC OF COMMUNICATIONS&GOV'T RELATIONS	2
OFC OF CHESAPEAKE BAY PROGRAM OFC	1
OFC OF SCIENCE,ANLS&IMPLEMENTATION	1
OFC OF PARTNERSHIP AND ACCOUNTABILITY	1
OFFICE OF REGIONAL COUNSEL	2
WASTE & CHEMICAL BRANCH	1
SITE REMEDIATION BRANCH I	2
OFC OF TECHNICAL&ADMINISTRATIVE SUPT	1
ADMINISTRATIVE SUPPORT BRANCH	1
BROWNFIELDS & REVITALIZATION BRANCH	1
COMMUNITY INVOLVEMENT & OUTREACH BR	2
WESTERN RESPONSE BRANCH	1
EASTERN RESPONSE BRANCH	2
WESTERN PA/MD REMEDIAL BRANCH	1
DE, VA, WV REMEDIAL BRANCH	1
PESTICIDES & ASBESTOS PROGRAMS BRANCH	1
OFFICE OF REMEDIATION	2
MATERIALS MANAGEMENT BRANCH	1
OFC OF STATE & WATERSHED PARTNERSHIPS	4
DRINKING WATER BRANCH	1
OFC OF STANDARDS, ASSESSMENT & TMDLS	2
OFFICE OF NPDES PERMITS & ENFORCEMENT	1
AIR PROTECTION DIVISION	1
OFFICE OF PERMITS & STATE PROGRAMS	1
OFFICE OF AIR MONITORING & ANALYSIS	1
ENVIRO ASSESSMENT & INNOVATION DIV	3
TECHNICAL SERVICES BRANCH	1
LABORATORY BRANCH	2
OFFICE OF ENVIRONMENTAL INNOVATION	1

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OFFICE OF MONITORING AND ASSESSMENT	1
	49

REGION 4

Org Desc	# Distinct Transactions
REGION 4	1
OFFICE OF CIVIL RIGHTS	1
OFFICE OF HUMAN CAPITAL MANAGEMENT	1
GRANTS & AUDIT MGMT SECTION	2
OFFICE OF EXTERNAL AFFAIRS	1
OFFICE OF GOVERNMENT RELATIONS	1
GULF OF MEXICO PROGRAM	2
ORGANIC CHEMISTRY SECTION	1
WATER PROTECTION DIV	1
NPDES PERMITTING & ENFORCEMENT BRANCH	1
MUNICIPAL & INDUSTRIAL ENF SCTN	1
OWS PROTECTION BRANCH	1
DRINKING WATER SECTION	1
GROUND WATER AND UIC SECTION	1
GRANTS & INFRASTRUCTURE SECTION	2
DATA & INFORMATION ANALYSIS SECTION	1
SUSTAINABLE COMM. & WATERSHEDS BRANCH	1
E. COMMUNITIES & WATERSHEDS SECTION	2
AIR, PESTICIDES & TOXICS MGMT DIV	1
AIR REGULATORY MANAGEMENT SCTN	1
NORTH AIR ENFORCEMENT & TOXICS SCTN	1
COMMUNITIES SUPPORT SECTION	2
AIR DATA AND ANALYSIS SECTION	1
OFFICE OF REGIONAL COUNSEL	1
OFC OF GEN/CRIM LAW & CROSS-OFC SUPT	1
RCRA CORRECTIVE ACTION & PERMITTING SCTN	1
MATERIALS AND WASTE MANAGEMENT BR	1
RESTORATION & DOE COORDINATION SCTN	1
RESTORATION & SITE EVALUATION SCTN	1
REMOVAL OPERATIONS SECTION	1
OFFICE OF ENFORCEMENT COORDINATION	1
	36

REGION 5

Org Desc	# Distinct Transactions
OFFICE OF CIVIL RIGHTS	1
ACQUISITION SECTION	1
ASSISTANCE SECTION	1
WORKFORCE DEVELOPMENT SECTION	1
BUDGET & FINANCE SECTION	1
PROGRAM ACCOUNTING & ANALYSIS SECTION	1
EMPLOYEE SERVICES BRANCH	1
LAB QA CORE	2
OFC OF ENF & COMPLIANCE ASSURANCE	1

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PROJECT ASSISTANCE & OVERSIGHT SECTN	2
OFFICE OF REGIONAL COUNSEL	1
MULTI-MEDIA BRANCH I	1
SECTION 3	1
SECTION 4	2
MULTI-MEDIA BRANCH II	2
SECTION 1	2
SECTION 2	1
AIR & RADIATION DIVISION	1
STATE & TRIBAL PLANNING SECTION	1
ATTAINMENT PLANNING&MAINTENANCE SCTN	1
AIR TOXICS & ASSESSMENT BR	1
AIR MONITORING & ANALYSIS SECTION	1
INDOOR & VOLUNTARY PROGRAMS SECTION	1
AIR ENF&COMPL ASSURANCE SCTN (MN/OH)	1
PLANNING & ADMINISTRATION SECTION	1
WATER DIVISION	1
STATE AND TRIBAL PROGRAMS BRANCH	1
STP SECTION 1	1
WETLANDS SECTION	1
GROUND WATER AND DRINKING WATER BR	1
GWDW SECTION 1	1
GWDW SECTION 2	1
IT & SUPPORT SECTION	2
UIC SECTION 1	1
NPDES PROGRAMS BRANCH	1
STATE AND TRIBAL SERVICES SECTION	1
INTERNAL SERVICES SECTION	1
CHEMICALS MANAGEMENT BRANCH	1
TOXICS SECTION	1
PESTICIDES SECTION	1
SOURCE REDUCTION SECTION	1
CHEM EMRGNCY PREPAREDNESS & PREV SECTN	2
ENFORCEMENT SUPPORT SECTION	4
SCIENCE AND QUALITY ASSURANCE SECTION	2
SITE ASSESSMENT AND GRANTS SECTION	1
FOIA AND RECORDS MANAGEMENT SECTION	1
	57

REGION 6

Org Desc	# Distinct Transactions
MANAGEMENT DIVISION	2
ENVIRONMENTAL SERVICES BR	1
LAB SUPPORT&EXTERNAL OVERSIGHT SCTN	1
LABORATORY ANALYSIS SECTION	1
OPERATIONS SUPPORT & SECURITY SECTION	1
BUDGET AND ACCOUNTING SECTION	1
GRANTS PROGRAM SECTION	1

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OFFICE OF EXTERNAL AFFAIRS	2
COMMUNICATION AND EDUCATION SECTION	1
OFC ENVIRO JUSTICE,TRIBAL&INTL AFFAIR	1
REVITALIZATION & RESOURCES BRANCH	1
COMUNITY INVOLV INFO MGMT & LOGIS SEC	3
CONTRACTS & BUDGET SECTION	1
PLNG,PREVENTION,READI&RESPONSE SECTIO	1
ENFORCEMENT ASSESSMENT SECTION	1
AR/TX SECTION	1
WASTE COMPLIANCE II SECTION	1
SURFACE WATER COMPLIANCE SECTION	1
WATER RESOURCES SECTION	1
SPECIAL PROJECTS SECTION	1
COMMUNITY INFRASTRUCTURE SECTION	1
ECOSYSTEMS PROTECTION BR	1
WETLANDS SECTION	1
MARINE, COASTAL AND ANALYSIS SECTION	3
AIR PERMITS SECTION	1
STATE IMPLEMENTATION SECTION A	1
RCRA PERMITS SECTION	2
PROGRAM SUPPORT SECTION	1
UNDERGRND STOR TANKS/SOLID WASTE SECT	1
SUPERFUND BRANCH	1
MULTIMEDIA COUNSELING BRANCH	2
AIR / TOXICS BRANCH	1
	40

REGION 7

Org Desc	# Distinct Transactions
PROGRAM OPERATIONS & INTEGRATION BR	1
RESOURCES & FINANCIAL MANAGEMENT BR	1
GRANTS MANAGEMENT SECTION	1
HUMAN CAPITAL MANAGEMENT BR	1
ACQUISITION MANAGEMENT BR	1
OFFICE OF PUBLIC AFFAIRS	1
ENFORCEMENT COORDINATION OFFICE	2
OFC OF TRIBAL AND INTL COORDINATION	1
SUPERFUND BRANCH	5
CHEMICAL MANAGEMENT BRANCH	1
SUPERFUND DIVISION	1
PROGRAM SUPPORT AND MANAGEMENT SCTN	2
LEAD, MINING AND SPECIAL EMPHASIS BR	1
ASSESSMENT, EMERGENCY RESP & REMOVAL	1
RESPONSE AND REMOVAL NORTH SECTION	1
RESPONSE & REMOVAL SOUTH SECTION	1
AIR PERMITTING & COMPLIANCE BR	1
WASTE REMEDIATION AND PERMITTING BR	1
RCRA CORRECTIVE ACTN & PERMITTING SCTN	1

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WASTE ENF & MATERIALS MGMT BR	2
RSRC CONSERVATION & PLTN PREV SCTN	2
AIR PLANNING & DEVELOPMENT BR	1
ENFORCEMENT,INSPECTION &COMPL SECTION	1
ENVIRO SCIENCES & TECHNOLOGY DIV	2
ENVIRO DATA & ASSESSMENT BRANCH	1
ENVIRONMENTAL FIELD COMPLIANCE BRANCH	2
LABORATORY TECHNOLOGY & ANALYSIS BR	1
MONITORING & ENVIRO SAMPLING BRANCH	1
WATER, WETLANDS & PESTICIDES DIV	1
TOXICS AND PESTICIDES BR	1
PESTICIDES SECTION	1
WATER QUALITY MANAGEMENT BRANCH	2
WASTE WATER & INFRASTRUCTURE MGMT BR	1
WATERSHED PLANNING&IMPLEMENTATION BR	3
WATERSHED SUPT,WETLANDS&STRM PRT SCTN	1
	48

REGION 8

Org Desc	# Distinct Transactions
REGION 8	3
OFC OF TECHNICAL & MGMT SERVICES	1
INFORMATION MANAGEMENT PROGRAM	1
GRANTS, AUDITS, PROCUREMENT PROGRAM	1
MONTANA OPERATIONS UNIT	1
REGULATORY ENFORCEMENT UNIT	2
DATA SYSTEMS UNIT	1
RESPONSE UNIT	1
REMEDIAL UNIT A	1
TRIBAL ASSISTANCE PROGRAM	1
AIR PERMITTING,MON&MODELING UNIT	1
OFFICE OF REGIONAL COUNSEL	1
WASTEWATER UNIT	1
DRINKING WATER UNIT B	1
	17

REGION 9

Org Desc	# Distinct Transactions
ENVIRONMENTAL MANAGEMENT DIVISION	1
BUDGET MANAGEMENT SECTION	1
GRANTS MANAGEMENT SECTION	2
WATER DIVISION	1
WATER QUALITY ASSESSMENT SECITON	1
WETLANDS SECTION	2
TRIBAL & STATE ASSISTANCE BRANCH	2
AIR DIVISION	1
GRANTS & PROGRAM INTEGRATION OFFICE	1
OFFICE OF REGIONAL COUNSEL	1
HAZARDOUS WASTE SECTION III	1

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Grand Total

AIR & TOXICS SECTION I	1
WATER SECTION	1
CA CLEANUP SECTION 2	2
CA CLEANUP SECTION 3	1
CERCLA ENFORCEMENT SECTION	1
ISLANDS & FEDERAL FACILITIES SECTION	1
EMERGENCY RESPONSE SECTION	2
PARTNERSHIPS, LAND REV&CLEANUP BR	1
COMMUNITY INVOLVEMENT SECTION	1
BROWNFIELDS & SITE ASSESSMENT SECTION	1
ENVIRONMENTAL REVIEW SECTION	2
AIR SECTION	1
SDWA/FIFRA SECTION	1
ZERO WASTE SECTION	2
	32

REGION 10

Org Desc	# Distinct Transactions
HUMAN RESOURCES & FACILITIES UNIT	2
FISCAL MANAGEMENT & PLANNING UNIT	2
OFFICE OF WATER & WATERSHEDS	1
DRINKING WATER UNIT	1
WATER & WETLANDS ENFORCEMENT UNIT	1
GROUND WATER UNIT	3
AIR ENFORCEMENT & DATA MGMT UNIT	1
OFFICE OF ENVIRON REVIEW & ASSESSMENT	1
OFFICE OF ENVIRONMENTAL CLEANUP	1
OFC OF EMERGENCY MANAGEMENT PROGRAM	1
HANFORD PROJECT OFFICE	2
SITE CLEANUP UNIT 2	1
PUBLIC AFFAIRS & COMM ENGAGEMENT UNIT	1
	18

Summary of the EPA's 2017 Voluntary Early Retirement Authority and Voluntary Separation Incentive Payments Programs

Background

In April 2017, the agency announced that it was initiating an early out/buyout program targeted for completion by the end of September 2017. The agency's business case for requesting VERA/VSIP focused on improving overall efficiency and effectiveness across the enterprise.

Twenty-two of the agency's program/regional offices participated in the effort (all EPA offices except for the Office of the Inspector General). A total of 3,669 positions were targeted (25% of the workforce) with a maximum of 1,226 offers to be made (8% of the workforce) (see attachment 1). The top five targeted occupations based on maximum offers to be made were environmental protection specialists (178), physical scientists (148), management and program analysts (130), environmental engineers (99) and miscellaneous administration and program support (70).

The agency received final OPM/OMB approval on July 10, 2017. Two amendments to the authority were requested by the agency and approved by OPM: (1) an allocation flexibility across organizations within a regional/program office and (2) an adjustment to the Office of Water's targeted positions.

Final Outcomes – Separations and Costs

A total of 374 employees departed the agency on or prior to September 2, 2017; two additional employees departed on September 30, 2017 (Table 1). The departure of 376 employees, represents 2.5% of the agency's pre-VERA/VSIP workforce. The occupational series with the most departures were environmental protection specialists (74), management and program analysts (58), physical scientists (41) and environmental engineers (33). These four occupations accounted for 55% of our VERA/VSIP departures which was expected given they were the primary targeted occupations and are the most abundant occupations at the agency (collectively these occupations represent 49% of the workforce.)

The grade distribution of VERA/VSIP departures closely follows the agency's overall grade structure. The majority of departures were grades 13-15, representing approximately 79% of all departures. Approximately 20% were grades 12 and below and less than 1% were outside of the general schedule pay plan.

The lump sum costs for the 376 departing employees are as follow:

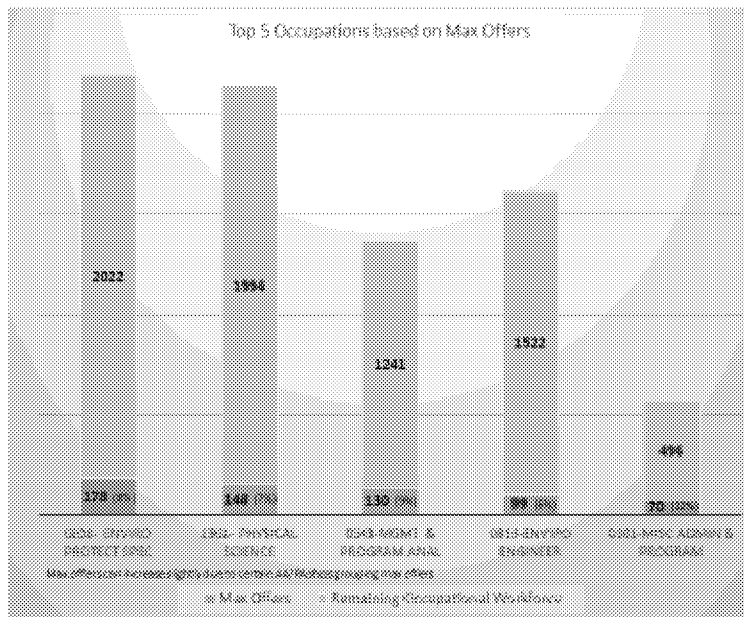
- Total Cost: approximately \$9.3 M
- 371 employees received full \$25K
- Two employees declined the buyout (OARM and Region 9)
- Three employees received slightly less than \$25K
 - Office of Water: \$ 23,316.00
 - Region 3: \$24,382.00
 - Region 6: \$24,528.00

(Note that VSIP payments are computed based on the severance an employee would be entitled to receive in accordance with federal law, with a \$25,000 maximum.)

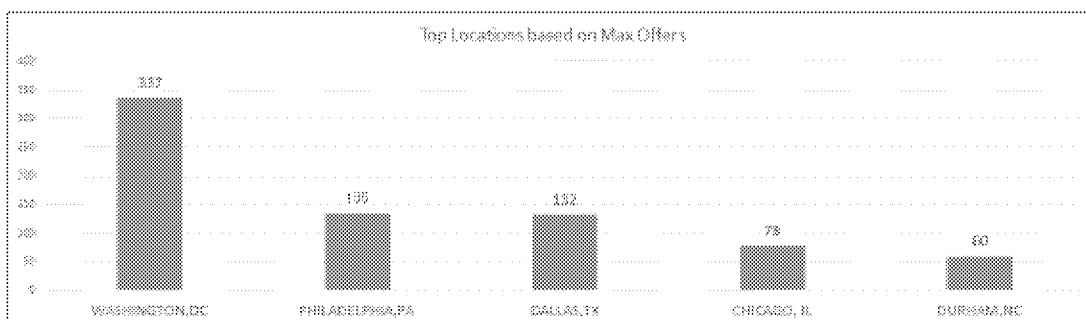
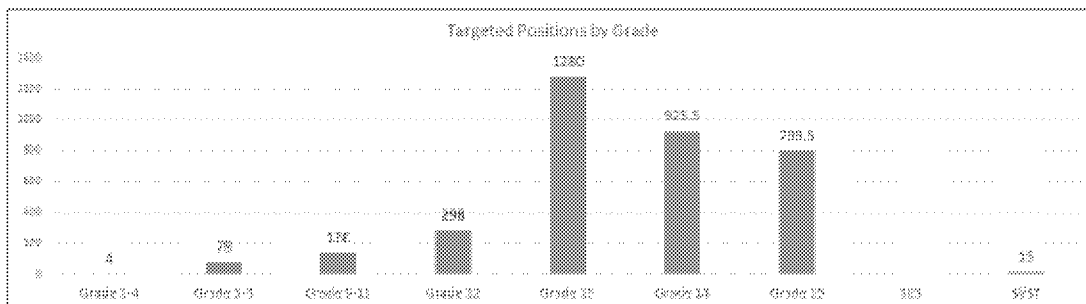
Table 1. Final V/V separations for Regional and Program Offices.

AA Ship/Region	Total	Accepted	Withdrew	Not Eligible	Declined	Separated
AO	14	11		1	2	11
OAR	4	3			1	3
OARM	31	25			6	25
OCFO	17	15			2	15
OCSP	15	10		2	3	10
OECA	48	39	1		8	39
OEI	17	16			1	16
OGC	2	2				2
OITA	3	2			1	2
OLEM	20	15	1		4	15
ORD	32	29	1		2	29
OW	24	18	1		5	18
Region 1	27	20			7	20
Region 10	7	5			2	5
Region 2	9	7		1	1	7
Region 3	59	41	6	1	11	41
Region 4	28	19	1	4	4	19
Region 5	32	28	1		3	28
Region 6	39	29	3	1	6	29
Region 7	33	29			4	29
Region 8	4	2		2		2
Region 9	15	11	1		3	11
Total	480	376	16	12	76	376

VERA/VSIP SUMMARY

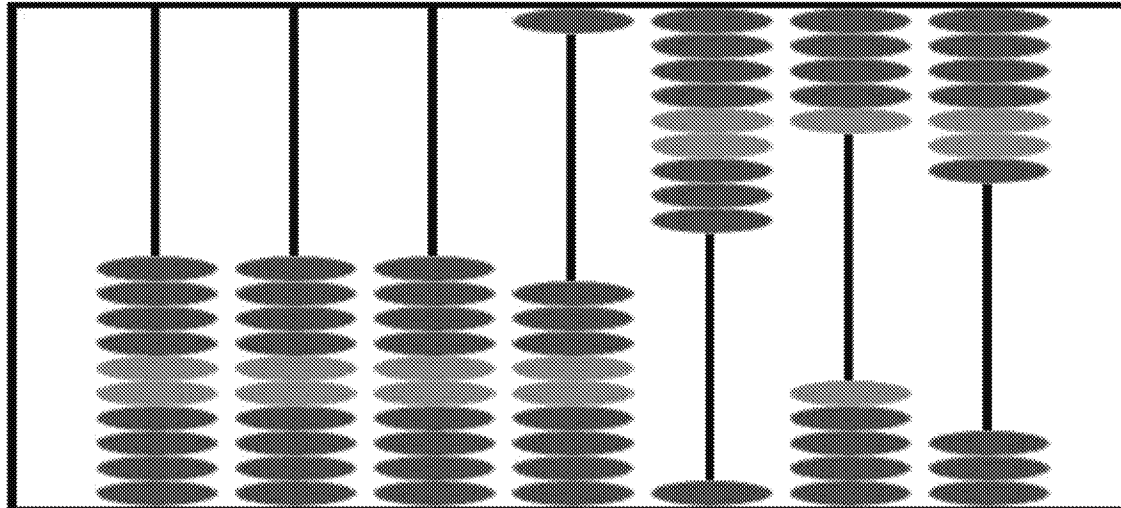


- Max Offer = 8% of total workforce
- Targeted Positions = 25% of total workforce
- Office/Region with highest percentage of maximum offers: Region 6, Region 3, OLEM, AO and OARM
- Office/Region with lowest percentage of maximum offers: OGC, Region 8, OAR, Region 4 and Region 9
- Most impactful "Theme": Restructure or reduce highly graded supervisory and non-supervisory positions (4% of the workforce)



VERA/VSIP
AA/RAship IMPACTS

	Non-term/Non-Student Employees	Targeted Positions	Targeted Positions as % of Workforce	Max Offers	Max Offers as % of Workforce
OGC	227	3	1.3%	2	0.9%
Region 8	513	48	9.4%	8	1.6%
OAR	1120	67	6.0%	20	1.8%
Region 4	908	26	2.9%	25	2.8%
Region 9	726	167	23.0%	23	3.2%
Region 10	542	44	8.1%	19	3.5%
Region 2	781	105	13.6%	30	3.8%
OCSP	970	68	7.0%	50	5.2%
OW	576	391	67.9%	30	5.2%
Region 1	547	112	20.5%	36	6.6%
CITA	74	6	8.1%	5	6.8%
OECA	721	506	70.2%	51	7.1%
Region 5	1056	182	17.2%	79	7.5%
OCFO	302	160	53.0%	27	8.9%
OEI	337	180	53.4%	30	8.9%
Region 7	501	168	33.5%	45	9.0%
ORD	1546	296	19.1%	183	11.8%
OARM	690	154	22.3%	98	14.2%
AO	355	139	39.2%	65	18.3%
OLEM	491	219	44.6%	94	19.1%
Region 3	808	411	50.9%	159	19.7%
Region 6	733	217	29.6%	147	20.1%
EPA	14791	3669	24.8%	1276	8.6%



CAREER SES/SL/ST SLOT REQUEST REPORT

Prepared by:
Executive Resources Division
Office of Human Resources
As of September 5, 2017

SES Slot Allocation – Current Status

SES Slot Allocation	# of Slots
OPM Allocated SES slots	311
Exclude non-career appointments	(30)
TOTAL	281

	TOTAL	Slots Encumbered	Vacancies Approved to hire	Vacancies Approved Recruit ONLY	Slots Available for Allocation
Career SES slots	281	247	12	4	18

SL/ST Slot Allocation - Current Status

SL/ST Slot Allocation	Total # of Slots	Slots Encumbered	Vacancies Approved to hire	Vacancies Approved Recruit ONLY	Slots Available for Allocation
SL Allocations	25	22	0	0	3
ST Allocations	19	14	3	n/a	2

Unapproved Requests to Fill an Existing SES Position

POSITION	ORG	STATUS	DATE RQST'D	PROGRAM RESPONSIBILITIES
Director, Outreach and Information Division	OAR	Request to backfill existing position vice G. Green (retired)	11/21/16 (r'ved in ERD 11/28/16)	OID manages OAR's environmental justice and tribal programs, and key aspects of the national air toxics program. It is also responsible for the Emission Inventory System
Director, Assessment and Remediation Division	OLEM	Request to backfill existing position vice D. Stalcup (reassigned)	05/15/17 (r'ved in ERD 05/19/17)	ARD is responsible for supporting regions on Superfund remediation, including site assessments, NPL listing and delisting, investigations/feasibility studies, remedy selection, design, construction and implementation, and post construction activities.

Unapproved Requests to Establish a New SES Position

ORGANIZATION POSITION/PRIORITY	ORG	Included in biennial request? If yes, indicate cycle	DATE REQ'D	PROGRAM RESPONSIBILITIES
Director, Water Security Division	OW Request to establish new SES position	(Priority #3 on 2012 biennial request)		Fulfills homeland security and emergency preparedness mandates with respect to the Water Sector (including drinking water and wastewater systems) 30 FTE \$22M (projected)
Director, Land Materials Management Division	ORD Request to establish new SES position		10/21/15	Leads high-profile, land-based research on soil and sediment contamination and land-water interactions, providing critical research support to OSWER through ORD's Safe and Healthy Communities research program. 63 FTE
Director, Water Systems Division	ORD Request to establish new SES position		10/21/15	Provides technical support on water resource management within the Agency, nationally and internationally. Has a critical role in leading research to foster the development, verification and marketing of innovative water system tools and technologies. 79 FTE

ORGANIZATION POSITION/PRIORITY	ORG	Included in biennial request? If yes, indicate cycle	DATE REQ'D	PROGRAM RESPONSIBILITIES
Director, Air and Energy Management Division (previously known as the Air Pollution Prevention and Control Division)	ORD Request to establish new SES position			Develops and assesses methods and technologies to characterize and mitigate emissions of air pollutants. The research conducted is designed to support Agency efforts to reduce the deleterious effects of air pollutants on human health and welfare, and on the global environment. All these actions are performed considering the system-wide implications and ultimate sustainability of the potential risk management solutions 64 FTE

Approved Career SES Actions - RECRUIT ONLY

	Date Approved	Org	Position/Office Incumbent	Disposition of Incumbent	Action/Status
1	11/03/16	REG7	Director, Water, Wetlands & Pesticides Division vice K. Flournoy	Pending Retirement	Recruitment: Internal Solicitation: closed 12/02/16 External announcement: EPA-SES-2017-0006; closed 12/19/16; selection cert issued 01/27/17; due to ERD by 03/10/17; the agency was under OPM QRB moratorium until 04/21/17 when it was lifted; the revised 90 th day is now 08/29/17
2	07/17/17	REG3	Director, Environmental Assessment and Innovation Division vice J. Pomponio	Pending Retirement	ERD waiting for REG3 to submit recruitment paperwork
3	08/23/17	OECA	Regional Counsel for Region 4 vice M. Wilkes	Pending Retirement	ERD waiting for OECA to submit recruitment paperwork
4	08/23/17	REG3	Director, Chesapeake Bay Program Office vice N. DiPasquale	Pending Retirement	ERD waiting for REG3 to submit recruitment paperwork

Approved Career SES Actions to Hire/Fill

	Date Approved	Org	Position/Office Incumbent	Disposition of Incumbent	Action/Status
1	06/01/16	AO	Principal Deputy Associate Administrator for Public Affairs vice R. Smith	Resigned	Recruitment: Internal Solicitation: closed 06/23/16; NO APPLICANTS AO to discuss next steps/options with ERD
2	11/03/16	OAR	Deputy Director, Office of Air Quality Planning and Standards	New SES position	Competitive Selection: Michael Koerber, OAR ECQs approved by OPM/QRB; ERD to prepare final agency approval package
3	07/17/17	OW	Deputy Director, Office of Ground Water and Drinking Water vice R. Clark	Reassigned	ERD to prepare drafts of internal solicitation and external announcement for OW review
4	07/17/17	OW	Director, Office of Science and Technology vice E. Southerland	Retired	Paperwork received; ERD to revise drafts based on edits received from OW
5	07/17/17	OEI	Director, Office of Business Operations and Services	Request to establish new SES position	ERD waiting for OEI to submit recruitment paperwork
6	07/17/17	OEI	Director, Office of Digital Services and Technology Architecture vice R. Gonzalez	Retired	ERD to prepare drafts of internal solicitation and external vacancy announcement for OEI review
7	07/17/17	OCSPP	Director, Office of Pesticide Programs vice J. Housenger	Retired	Non-competitive Selection: Richard Keigwin, OCSPP ; reassignment approved by acting AA/OARM; ERD working to establish effective date
8	07/17/17	REG3	Director, Water Protection Division vice J. Capacasa	Retired	ERD waiting for REG3 to submit recruitment paperwork
9	07/17/17	REG5	Director, Superfund Division vice R. Karl	Retired	ERD waiting for REG5 to submit recruitment paperwork
10	08/17/17	OEI	Director, Office of Information Security and Privacy vice S. Kelley	Resigned	ERD to prepare drafts of internal solicitation and external announcement for OEI review
11	08/23/17	AO	Director, Office of Civil Rights vice V. Golightly-Howell	Retired	ERD waiting for AO to submit recruitment paperwork
12	08/23/17	OECA	Director, Office of Civil Enforcement vice S. Shinkman	Retired	ERD waiting for OECA to submit recruitment paperwork

Requests for Senior Level (SL) Positions

POSITION	ORG	STATUS	DATE RQST'D	PROGRAM RESPONSIBILITIES	APPROVALS
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New Career SES/SL/ST Appointees (within last 30 days)

<u>Position</u>	<u>Organization</u>	<u>New SES/SL/ST</u>	<u>Start date</u>
Director, Radiation Protection Division	OAR	Lee Ann Veal – SES – appointment	08/13/17

Career SES/SL/ST Retirements (within last 30 days)

<u>Position</u>	<u>Organization</u>	<u>Retired SES/SL/ST</u>	<u>Retirement date</u>
Director, Office of Information Security and Privacy	OEI	Sean Kelley – SES – resigned	08/19/17
Senior Counsel	OGC	William Ward – SL – vera/vsip	08/31/17
Senior Ecologist	ORD	Rochelle Araujo – ST – vera/vsip	08/31/17
Director, Office of Pollution Prevention and Toxics (Management)	OCSPP	Barbara Cunningham – SES – retired	08/31/17
Director, Office of Civil Enforcement	OECA	Susan Shinkman – SES- retired	09/02/17
Principal Deputy Assistant Administrator	OCSPP	Wendy Cleland-Hamnett – SES – retired	09/02/17
Senior Policy Advisor	OW	Jeffrey Peterson – SL – vera/vsip	09/02/17

REPORT SUMMARY

- the number of OPM allocated SES slots remains at **311**.
- the number of career SES slots remains at **281**.
- the number of career SES slots filled decreases by **3 from 250 to 247**
 - (-1) Due to the retirement of B. Cunningham; Director, Office of Pollution Prevention and Toxics (Management); OCSPP; effective 08/31/17
 - (-1) Due to the retirement of W. Cleland-Hamnett; Principal Deputy Assistant Administrator; OCSPP; effective 09/02/17
 - (-1) Due to the retirement of S. Shinkman; Director, Office of Civil Enforcement; OECA; effective 09/02/17
- the number of vacant career SES slots increases by **3 from 31 to 34**
 - (+1) Due to the retirement of B. Cunningham; Director, Office of Pollution Prevention and Toxics (Management); OCSPP; effective 08/31/17
 - (+1) Due to the retirement of W. Cleland-Hamnett; Principal Deputy Assistant Administrator; OCSPP; effective 09/02/17
 - (+1) Due to the retirement of S. Shinkman; Director, Office of Civil Enforcement; OECA; effective 09/02/17
- the number of career SES actions increases by **1 from 11 to 12**
 - (+1) Request for SES slot to backfill Director, Office of Civil Enforcement; OECA moves from RECRUITMENT ONLY to APPROVED TO HIRE/FILL due to retirement of S. Shinkman
- the number of career SES actions approved for RECRUITMENT ONLY decreases by **1 from 5 to 4**
 - (-1) Request for SES slot to backfill Director, Office of Civil Enforcement; OECA moves from RECRUITMENT ONLY to APPROVED TO HIRE/FILL due to retirement of S. Shinkman
- the number of remaining/unallocated career SES slots increases by **3 from 15 to 18**
 - (+1) Due to the retirement of B. Cunningham; Director, Office of Pollution Prevention and Toxics (Management); OCSPP; effective 08/31/17
 - (+1) Due to the retirement of W. Cleland-Hamnett; Principal Deputy Assistant Administrator; OCSPP; effective 09/02/17
 - (+1) Due to the retirement of S. Shinkman; Director, Office of Civil Enforcement; OECA; effective 09/02/17
- the number of requests for new career SES positions remains at **4**

- the number of Limited Term/Temporary SES positions filled/allocated increases by **1 from 0 to 1**

(+1) Due to Provisional/Limited Term NC SES appointment of S. Bodine as Senior Advisor to the Administrator. **This does not count towards agency's LTA allocation.**

- the number of OPM issued Senior Level (SL) allocations remains at **25**

- the number of Senior Level (SL) positions filled decreases by **2 from 24 to 22**

(-1) Due to the VERA/VSIP retirement of W. Ward as Senior Counsel in OGC

(-1) Due to the VERA/VSIP retirement of J. Peterson as Senior Policy Advisor in OW

- the number of vacant/unallocated Senior Level (SL) slots increases by **2 from 1 to 3**

(+1) Due to the VERA/VSIP retirement of W. Ward as Senior Counsel in OGC

(+1) Due to the VERA/VSIP retirement of J. Peterson as Senior Policy Advisor in OW

Message

From: Torrez, Alfredo [Torrez.Alfredo@epa.gov]
Sent: 9/6/2017 3:09:02 PM
To: Erickson, Amber [Erickson.Amber@epa.gov]
Subject: RE: process for funding VERA VSIP - additional guidance

Can you confirm that all actions were processed yesterday?

Thanks,

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: Ex. 5 - Deliberative Process
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

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From: Woods, Terry
Sent: Wednesday, September 06, 2017 11:02 AM
To: Torrez, Alfredo <Torrez.Alfredo@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>; Lopez-Alvarado, Melinda <Lopez-Alvarado.Melinda@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Fontaine, Tim <Fontaine.Tim@epa.gov>; Keyton, Lori <Keyton.Lori@epa.gov>
Subject: RE: process for funding VERA VSIP - additional guidance

Hey Alfredo....

Do you know if this is the final list? Did all of these get completed in the HR System? Can you let me know? Thanks!

..•'`•.><(((('••'`•.><(((('••'`•.><(((('••'`•.

Terry Woods
Office of Water
Resource Management Staff
202-564-0326

From: Torrez, Alfredo
Sent: Tuesday, September 05, 2017 3:21 PM
To: Woods, Terry <Woods.Terry@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>; Lopez-Alvarado, Melinda <Lopez-Alvarado.Melinda@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Fontaine, Tim <Fontaine.Tim@epa.gov>
Subject: RE: process for funding VERA VSIP - additional guidance

Terry,

Requested information is below. The only actions we know have been completed in the HR system are the rest are pending with Vegas. Our understanding is that all actions will be completed today.

Ex. 5 - Personal Privacy

Ex. 6 - Personal Privacy

Name	Action Type Desc	Date Eff	Office	Org
Ex. 6 - Personal Privacy	RETIREMENT	9/2/2017	IO	JOAB0000
	RETIREMENT	9/2/2017	IO	JOB00000
	RETIREMENT-VOLUNTARY	9/2/2017	IO	J0000000
	RETIREMENT-SPECIAL OPTION	8/19/2017	OGWDW	JDBC0000
	RETIREMENT	9/1/2017	OST	JBB00000
	RETIREMENT	8/31/2017	OST	JBBA0000
	RETIREMENT	8/31/2017	OST	JBBB0000
	RETIREMENT	8/31/2017	OWGDW	JDAA0000
	RETIREMENT	8/31/2017	OWGDW	JDBA0000
	RETIREMENT	9/1/2017	OWM	JA0A0000
	RETIREMENT	8/31/2017	OWM	JABB0000
	RETIREMENT	9/2/2017	OWM	JABE0000
	RETIREMENT	9/2/2017	OWOW	JCOA0000
	RETIREMENT	9/1/2017	OWOW	JCA00000
	RETIREMENT	9/1/2017	OWOW	JCB00000
	RETIREMENT	9/1/2017	OWOW	JCBB0000
	RETIREMENT	9/1/2017	OWOW	JCBD0000
	RESIGNATION	8/21/2017	OWOW	JCBA0000

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: Ex. 5 - Deliberative Process
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

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From: Woods, Terry
Sent: Tuesday, September 05, 2017 12:57 PM
To: Torrez, Alfredo <Torrez.Alfredo@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>; Lopez-Alvarado, Melinda <Lopez-Alvarado.Melinda@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Fontaine, Tim <Fontaine.Tim@epa.gov>
Subject: RE: process for funding VERA VSIP - additional guidance

OK, Great. Thank you!

.,.'^.,.><(((^>.,.'^.,.><(((^>.,.'^.,.><(((^>.,.'^.,.

Terry Woods
Office of Water
Resource Management Staff
202-564-0326

From: Torrez, Alfredo
Sent: Tuesday, September 05, 2017 12:19 PM
To: Woods, Terry <Woods.Terry@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>; Lopez-Alvarado, Melinda <Lopez-Alvarado.Melinda@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Fontaine, Tim <Fontaine.Tim@epa.gov>
Subject: RE: process for funding VERA VSIP - additional guidance

We're checking the HR system and with Vegas to make sure we know who left and the effective date of their separation (and to make sure their separation was input into the system). We should be able to respond by mid-afternoon.

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: Ex. 5 - Deliberative Process
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

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From: Woods, Terry
Sent: Tuesday, September 05, 2017 11:22 AM
To: Torrez, Alfredo <Torrez.Alfredo@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>; Lopez-Alvarado, Melinda <Lopez-Alvarado.Melinda@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Fontaine, Tim <Fontaine.Tim@epa.gov>
Subject: FW: process for funding VERA VSIP - additional guidance
Importance: High

Hi MOS.....

Can you please provide me with the FINAL list, by Office, of the OW staff who took the VERA/VSIP? We need to work on the back charging of the \$25K. thank you!

..•'~•.,><(((('°> .•'~•.,><(((('°> .•'~•.,><(((('°> .•'~•.,

Terry Woods
Office of Water
Resource Management Staff
202-564-0326

From: Fontaine, Tim
Sent: Tuesday, September 05, 2017 8:23 AM
To: Woods, Terry <Woods.Terry@epa.gov>

Cc: King, RyanM <King.RyanM@epa.gov>; Giddings, Daniel <giddings.daniel@epa.gov>; Spraul, Greg <Spraul.Greg@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; OW Budget Officers <OW_Budget_Officers@epa.gov>

Subject: FW: process for funding VERA VSIP - additional guidance

Importance: High

Terry,

Please set up a budget officers meeting to discuss this guidance and the Supplemental.

Tim Fontaine
EPA Office of Water
(202) 564-0318

From: Terris, Carol

Sent: Friday, September 01, 2017 1:11 PM

To: OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>

Cc: Baden, Beth <Baden.Beth@epa.gov>; Volin, Phyllis <Volin.Phyllis@epa.gov>; Williams, Maria <Williams.Maria@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>

Subject: process for funding VERA VSIP - additional guidance

Importance: High

Hi everyone,

The Office of Budget has completed the transfer of funds to your accounts for the agency VSIP payments. We have attached a spreadsheet showing the "To" lines for the VSIP reprogrammings. The spreadsheet contains a tab for each appropriation. I am pleased to say that in almost every case we could provide funds for these needs. Thanks to those offices that worked with us where there were specific issues. Due to Congressional limitations, we were unable to provide funds for the Geographic Programs. Also attached is a listing of the NOA transfers.

Please note the following:

1. The VSIP payment to each departing employee will be made in the same pay period as the effective date of retirement. Annual Leave payouts will be made two pay periods after the effective date of retirement.
2. These funds are primarily carryover funds, though a few offices received new EPM authority. If you received carryover funds, you will need to make the adjustments for the VSIP payments during the CPARS process. For those who are departing during the current pay period (August 20 – September 2), the **window for you to make your CPARS adjustments is from September 8 through September 13.**
3. If you have fewer people taking the VERA/VSIP than estimated and now have excess **NOA** payroll funds, please use the excess funds for the Annual Leave payouts. If that is not practical, please contact us and we will work with you to arrange another use. You must obtain OB approval prior to using NOA funds for a purpose other than the Annual Leave payout.
4. If you have fewer people taking the VERA/VSIP than estimated and now have excess **expiring** payroll funds, please use any excess funds for payroll corrections. Given the timeframes involved that is the best option to utilize those funds and will preserve some flexibility in NOA. To the extent possible, please use your excess expiring funds to make CPARS adjustments to payroll charges for staff in your office who did take the payouts. You can begin making these adjustments immediately, adjusting

charges to prior pay periods. We ask that you complete the adjustment process as soon as possible. We will be tracking the carryover to ensure the agency avoids any unintended lapse. The NOA payroll that is made available should be used to cover the annual leave adjustments once those payouts are processed.

5. Please do not leave the expiring funds in place, as we do not want to risk losing these funds. If you are having any difficulty spending these funds, please contact us as soon as possible.

Please let us know if you have any questions.

And a sincere thanks to you and your staffs for all the work and collaboration to come to a successful result!

Message

From: Hull, George [Hull.George@epa.gov]
Sent: 6/20/2017 3:43:36 PM
To: Flynn, Mike [Flynn.Mike@epa.gov]
Subject: RE: VERA/VSIP Message

O.k. We will send out. Sarah is just addressing one grammatical typo with Donna. It shouldn't hold it up. Aiming to send out at 2:00 pm. - George

From: Flynn, Mike
Sent: Tuesday, June 20, 2017 11:34 AM
To: Hull, George <Hull.George@epa.gov>
Cc: Sowell, Sarah <Sowell.Sarah@epa.gov>; Reeder, John <Reeder.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: VERA/VSIP Message

George,

Ex. 5 - Deliberative Process

*Mike Flynn
Acting Deputy Administrator
U.S. Environmental Protection Agency
202-564-4711*

From: Hull, George
Sent: Tuesday, June 20, 2017 11:25 AM
To: Flynn, Mike <Flynn.Mike@epa.gov>
Cc: Sowell, Sarah <Sowell.Sarah@epa.gov>; Reeder, John <Reeder.John@epa.gov>
Subject: VERA/VSIP Message

Mike,

Ex. 5 - Deliberative Process

From: Sowell, Sarah
Sent: Tuesday, June 20, 2017 10:35 AM
To: Hull, George <Hull.George@epa.gov>
Subject: VERA/VSIP -- What is the new information we're trying to communicate?

PROPOSED VERA/VSIP MESSAGE TO BE SENT OUT TODAY (DRAFT):

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

JUNE 1 VERA/VSIP MASS MAILER FROM MIKE

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

*Sarah N. Sowell, Director, Office of Internal Communications
Office of Public Affairs
U.S. Environmental Protection Agency / OPA/OIC
William Jefferson Clinton Bldg/North, Room 2502-L / MC 1701-A
1200 Pennsylvania Avenue, NW
Washington, DC 20460*

Tel: 202-564-0145 // Cell: Ex. 6 - Personal Privacy



U.S. Environmental Protection Agency
Request for
Voluntary Separation Incentive Payments and
Voluntary Early Retirement Authority for
The Office of Chemical Safety and Pollution
Prevention (OCSPP)

- I. Introduction**
- II. Background**
- III. Reshaping the Workforce**
- IV. Budget Neutrality/Costs/Savings**
- V. Template for Combined VSIP/VERA Request**

Attachments:

Attachment 1 – Current Organization Chart

Attachment 2 – New Organization Chart

**Attachment 3 – Targeted Positions and Maximum Number of VSIPs/VERAs to be
Offered to Targeted Positions by Office and Series**

**U.S. Environmental Protection Agency
Office of Chemical Safety and Pollution Prevention
Voluntary Separation Incentive Payments and
Voluntary Early Retirement Authority**

I. Introduction

In accordance with Section 1313(b) of the Chief Human Capital Officer's Act of 2002, the U.S. Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention (OCSPP) is requesting approval authority through May 1, 2014 for the use of Voluntary Separation Incentive Payments (VSIP/Buy-Out) and Voluntary Early Retirement Authority (VERA/Early-Out). OCSPP will use these authorities to reshape our workforce by eliminating obsolete positions and consolidating skills to correct significant competency gaps. We will recruit, develop, and retain a diverse and creative workforce, equipped with the technical skills and knowledge needed to accomplish the Agency's mission and to meet evolving environmental challenges. We will also reduce and rebalance our Full-Time Equivalents (FTEs) as well as associated extramural program requirements, e.g., Working Capital Fund (WCF); travel; and other expenses. Specifically, OCSPP will:

- Reduce the number of GS-0303 Miscellaneous Clerk and Assistant, GS-0318 Secretary, GS-0344 Management and Program Clerical Assistant positions. As technology use across the workforce has expanded, many of the activities of the administrative staff in these series (e.g., typing, filing, screening calls, scheduling meetings, photocopying, mailing documents, timekeeping, and making travel reservations) have been assumed by the office's professional and technical staff. These functions have been re-engineered into user-friendly automated systems, i.e., Govtrip, Webforms, People Plus, and other automated administrative work systems. This change in the work environment has diminished the need for positions in these administrative fields and will enable the organization to reduce obsolete skills and consolidate a broader range of functions.
- Reduce and restructure the work of GS-2210 Information Technology (IT) Management (excluding IT security positions) and GS-1412 Technical Information Specialists to achieve staffing reductions and restructure these positions to recruit candidates with new web-based data management skills needed to expand database information sharing tools such as SharePoint and other web-based applications that are planned for future implementation. These recruitments will also focus on hiring staff that meet the Agency's needs for transitioning OCSPP information management systems to be fully integrated with the agency's E-Enterprise business model. This business model enhances electronic reporting of required submissions by simplifying reporting for small businesses, enabling larger businesses to more readily apply data from their own existing environmental management systems and integrating environmental and administrative information from the OCSPP programs to eliminate duplicative data entry by submitter. This business model also includes the use of 21st century technology such as social media and e-enterprise.
- Specifically to achieve staffing reductions in the OCSPP Immediate Office's Regulatory Coordination Staff (RCS), reduce and restructure the work of GS-1412 Technical Information Specialists, GS-1001 Information Liaison Specialists, and GS-1082 Writer/Editors. The reduction in positions reflects the restructuring of the work related to Federal Register typeset and processing. The majority of the work associated with that function was eliminated in 2010

when the Office of the Federal Register eliminated the “encoded” typeset option for agencies. Since that time, these positions have provided a typeset review that is currently being streamlined. Future functions of the RCS related to Federal Register production will be further streamlined and significantly reduced in order to prepare for the integration of electronic signature and processing within the program offices.

- Restructure the Biological Economic Analysis Division (BEAD) laboratories from four down to two. The Analytical Chemistry Laboratory (ACL), Microarray Research Laboratory (MRL), and the Microbiology Laboratory (ML) are located in Fort Meade, MD and the Environmental Chemistry Laboratory (ECL) is located in Bay St. Louis, MS. We will be closing the ECL by December 30, 2014 and will reassign the staff and work, into the Analytical Chemistry Laboratory located in Fort Meade, MD. However, staff applying for VSIP will have to be separated by April 4, 2014. The MRL located at Fort Meade, MD will also be closed by December 31, 2013. The MRL was staffed with one employee who retired on October 13, 2013 and the position will not be backfilled. The research conducted in the MRL has been completed. Steps are currently underway to realign the work into the ACL in Fort Meade, MD as well as remove reference from the OPP organizational structure. We will reduce our environmental chemistry positions GS-1320 Chemists at the GS-13 through GS-15 grade levels in the ECL at Bay St. Louis, MS. Through consolidation of the work of this lab with the ACL in Ft. Meade, MD, the number of staff needing to relocate could be reduced by this incentive. Through attrition gained by VSIP (Note: none of the employees located at the ECL are eligible for VERA), the ACL will reassign the work commensurate to the existing graded positions in order to concentrate the assignment of this work into fewer positions. The ACL provides scientific, laboratory, and technical support through chemical analyses of pesticides and related chemicals. Offering VSIP to our ECL in Bay St. Louis will help consolidate the functions of the ACL at the Fort Meade, MD Lab and help negate the effects of directed reassignments and possible involuntary separations for ECL employees that choose not to relocate.

As discussed in section III, targeting decisions were made by senior managers based on the specific mission needs required to reshape their offices and to meet FY 15 staffing levels. We are targeting a total of 67 positions for VSIP/VERA within OCSPP. This proposal sets a maximum number of VSIP/VERAs to be offered for each series within OCSPP (see Attachment 3). Both VSIP and VERA opportunities will be offered for up to 41 employees in targeted organizations, occupations, and grade levels located within OCSPP offices located in Washington, DC and Arlington, VA, and the ECL in Bay St. Louis, MS. Decisions about who receives VERA and VSIP will be prioritized based upon the employee's official Service Computation Date-LEAVE, with precedence given to those with the highest years of combined service at the EPA should two or more applicants within a VERA and VSIP eligible category have the same Service Computation Date-LEAVE.

II. Background

One of EPA's highest priorities over the next five years is to ensure the safety of chemicals and pesticides used in this country. As part of this effort, EPA is taking a more integrated approach to managing chemical and pesticide risk reduction and, in coordination with other relevant federal agencies, is focusing on consumers, workers, and sensitive subpopulations like children. EPA is enhancing its ability to measure the effects of chemicals and pesticides on human health and the environment by introducing new measures to reduce the concentration of targeted chemicals and pesticides in the general population and children.

As of October 1, 2013, the Office of Chemical Safety and Pollution Prevention (OCSPP) employs 1,072 permanent employees responsible for carrying out EPA's environmental mission as required by numerous environmental laws. This work is done in partnership with 10 EPA regional offices and multiple laboratories.

OCSPP is organizationally divided into (4) Program Offices: Immediate Office (IO); Office of Pesticide Programs (OPP); Office of Pollution Prevention and Toxics (OPPT); and Office of Science Coordination and Policy (OSCP).

OPP regulates the use of all pesticides in the United States and establishes maximum levels for pesticide residues in food, thereby safeguarding the nation's food supply. EPA regulates the use of pesticides under the authority of two federal statutes: the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) and the Federal Food, Drug, and Cosmetic Act (FFDCA). EPA has extended access to information on risk assessment and risk management actions to help increase transparency of decision making and facilitate consultation with the public and affected stakeholders. In addition to these regulatory functions, OPP provides information and coordinates on issues ranging from worker protection to misuse of pesticides.

OPP operates four laboratories that provide a variety of technical services for the Agency, other Federal and State agencies, tribal groups, and other organizations. The labs assist EPA and State enforcement labs by providing reference standards, analytical methods development, training and assistance with laboratory audits. The ECL located in Bay St. Louis, MS employs seven full-time personnel; one supervisory Chemist GS-15 and 6 Chemists who are responsible for carrying out EPA's mission of protecting the environment and human health. The ECL directly supports the evaluation of test methods for pesticides in soil and water; provides quality assurance technical support to EPA regional, Federal and State laboratories; develops analytical methods; and provides analytical support to national dioxin initiatives and monitoring studies. In addition, the Microarray Research Laboratory (MRL) is located in Fort Meade, MD and was responsible for conducting groundbreaking research in the genotoxicity of antimicrobials. The MRL was staffed with one GS-0401-15 Biologist who retired in October 2013.

OPPT manages programs under the Toxic Substances Control Act and the Pollution Prevention Act. Under these laws, EPA evaluates new and existing chemicals and their risks, and finds ways to prevent or reduce pollution before it gets into the environment. OPPT also manages a variety of environmental stewardship programs that encourage companies to reduce and prevent pollution. The office has developed two roles: One is to serve as a gatekeeper/guardian, using its regulatory authorities granted by Congress to keep potentially risky new chemicals out of the market while assessing and managing the potential risks of existing chemicals. The other -- which is newer and expanding -- is to promote environmental stewardship and sustainability. OPPT does this through collaborative programs with stakeholders and educational initiatives. Working to eliminate sources of pollution, OPPT creates tools and makes information available to enable industry and the public to make wise chemical choices. OPPT works in both areas internationally to confront chemical risks that cross national boundaries.

OSCP provides coordination, leadership, peer review, and synthesis of science and science policy within OCSPP. OSCP assures sound scientific decisions are made regarding safe pesticide and chemical management through the leadership of the FIFRA Scientific Advisory Panel. OSCP also coordinates emerging exposure and hazard assessment topics such as endocrine disruptors.

In addition to the reasons noted in the previous section, OCSPP needs to reduce, rebalance grade levels and restructure our workforce to recruit new skills and abilities to support the adoption and issuance of more effective regulations to implement and enforce. One effective and efficient tool for achieving our

[PAGE * MERGEFORMAT]

mission involves increasing the utility and availability of information for public use. Finally, continued advancement in automation/IT technologies will foster further streamlining and redefine our work, allowing people to manage workloads more effectively and with greater consistency. Taken together, these drivers, along with budget realities, require OCSPP to reduce, rebalance and restructure our workforce in a manner not possible through current attrition rates, which have averaged about 5%.

III. Reshaping the Workforce

OCSPP needs to reshape its workforce to meet technical, administrative, and programmatic challenges facing the organization. The work of the office has changed significantly with the evolution of technology including information technology.

In FY 2011, EPA launched an agencywide workforce planning initiative in conjunction with the agency's annual budget cycle. OCSPP participated fully in the process that focused on identifying critical occupations necessary to meet current and future business/mission areas and workforce requirements. Successfully completing this phase of OCSPP's succession planning will depend largely on OCSPP's ability to take advantage of VSIP and VERA authorities. This authority will give OCSPP the ability to more closely align its workforce with strategic goals and work towards more comprehensive position management across the organization. OCSPP considers strategic succession planning to be a complex challenge. Our mission demands a highly scientific/technical workforce whose expertise shifts to track with ongoing technical and scientific demands. We are challenged with gaining technical new expertise, such as those needed to improve our electronic reporting systems, with limited resources.

OCSPP will use VSIP and VERA to reshape our workforce to accomplish the following:

- Through attrition gained by VSIP and VERA, OCSPP will reassign the most complex work (i.e., GS-13 level and above) to existing higher graded positions in order to concentrate the assignment of this work into fewer positions. The less complex work will be restructured into lower-graded GS-7/9/11 positions with promotion potential established to the GS-12 level. This will allow us to recruit entry-level candidates interested in working on program and technical issues that require the integration of multimedia approaches and new technology skills to more efficiently and effectively implement program objectives. In addition, this will create a more grade-level balanced workforce in OCSPP.
- Reduce the number of administrative positions that are no longer necessary. As technology use across the workforce has expanded, many of the activities of the administrative staff in these series (e.g., typing, filing, screening calls, scheduling meetings, photocopying, mailing documents, timekeeping, and making travel reservations) have been assumed by the office's professional and technical staff. These functions have been re-engineered into complex automated systems, i.e., Govtrip, Webforms, People Plus, and other automated administrative work systems. This change in the work environment has diminished the need for positions in these administrative fields and will enable the organization to reduce obsolete skills and consolidate a broader range of functions.
- Aid the closing of the ECL by offering the 7 employees at the Bay St. Louis, MS location an incentive to voluntarily separate. In an effort to bring the BEAD Laboratories in line with the FY14 Strategic Plan and Program goals, it is determined that the ECL's primary work on dioxin analysis is no longer a priority for the Pesticide Program and therefore, warrants the realignment

of staff and resources by closing the ECL in Bay St. Louis, MS. Those ECL staff ineligible for the VSIP and those staff that decide not to voluntarily separate will be directly reassigned to Fort the ACL Laboratory in Fort Meade, MD or may be involuntarily separated for failure to accept a directed reassignment. The consolidation of the ECL with the ACL will further the prioritization of Pesticide analytical related work as well as increase efficiencies. Work will be redistributed and assigned commensurate with respective grade levels and staff abilities will be directed to Pesticide specific work. Closing the ECL will result in a significant costs savings in rent and utilities paid for facility related expenses at the NASA John C. Stennis Space Center in Bay St. Louis, MS. The rental agreement is reviewed annually and there is no legal or financial obligation or penalty for vacating as long as we're in compliance with the written agreement. This authority will also be used to reduce and reshape our workforce and provide grade level balance that consolidates higher level work into fewer positions and bring resources in line with current program goals and objectives.

- Reduce and restructure the work of GS-2210 Information Technology (IT) Management (excluding IT security positions) and GS-1412 Technical Information Specialists to achieve staffing reductions and restructure these positions to meet the technological challenges described above.
- Reduce and restructure the work of GS-1001 Information Liaison Specialist and GS-1082 Writer/Editor positions to allow the agency to more effectively realign the workforce and functions necessary for the effective and efficient implementation of the electronic signature and processing requirements for the routine and frequent Federal Register documents that are signed at delegated levels within the program offices.
- Reduce our workforce from 905.6 full time employee equivalents (FTE) to 843.7 for FY 2015. We will also assume that 50% of all 41 VSIP/VERA are utilized and new hires will not exceed our FTE ceiling.

IV. Budget Neutrality/Costs/Savings

Budget Neutrality

This request for VSIP and VERA, if approved, will be conducted so that no funds or resources other than those appropriated for use in Fiscal Year (FY) 2014 will be used or required.

As mandated by the Office of Management and Budget (OMB) for early-out/buy-out requests, OCSPP's request certifies that the early-out/buy-out will be budget neutral. That is, the early-out/buy-out authority will not result in any increased costs above current or future FY appropriations to pay for costs incurred for buy-out cash payments, annual leave cash payouts, or any other costs, including those associated with refilling the resulting vacancies.

In addition, if all seven employees located at the ECL in Bay St. Louis, MS do not take the VSIP, it will costs approximately \$75,000 per employee equaling \$525,000 to relocate them from the ECL in Bay St. Louis, MS to the ACL in Fort Meade, MD through a direct reassignment. However, the VSIP will negate the expense of relocating 7 employees and will result in a costs savings in FY14.

Direct Costs

Table A – Direct Costs for VSIP/VERA	
Targeted Positions (See details in Attachment 3)	
41 Targeted Positions for VSIP x \$25,000 (maximum cash buy-out)	\$1,025,000
41 Targeted positions for VERA, Optional Retirement, or Resignation (\$48.52 per hr. x 240 annual leave)	\$477,437
Total maximum direct costs	[=SUM(ABOVE)]

Estimated Savings

Table B – Estimated Savings for FY 14 – FY 16			
	FY 14	FY 15	FY 16
Salary for 41 positions (based on GS-13, Step 5 (fully loaded = \$62.34 per hour) (\$129,667)	\$5,316,347	\$5,316,347	\$5,316,347
Working Capital Fund savings (\$6,080 per person x 41)	\$249,280	\$249,280	\$249,280
Minus Direct Costs	(\$1,502,437)	--	--
Minus Salary for 20 new employees for 3 months (\$129,667 / 12 x 3 = \$32,417 per employee)	(\$648,340)	(\$2,593,340)	(\$2,593,340)
Minus Working Capital Fund costs for 20 new employees for 3 months (\$6,080 / 12 x 3 = \$1,520 per employee)	(\$30,400)	(\$121,600)	(\$121,600)
Minus salary for 41 positions for 5 months (\$129,667 / 12 x 5 = \$54,028 per employee)	(\$2,215,148)	--	--
Minus Working Capital Fund savings for 41 positions for 5 months (\$6,080 / 12 x 5 = \$2,533 per employee)	(\$103,853)	--	--
Savings from VSIP in lieu of Relocating 7 employees from ECL to ACL	(\$525,000)	--	--
Total Savings Projected for FY 14	[=SUM(ABOVE)]	[=SUM(above)]	[=SUM(above)]

Indirect Costs

The indirect costs are difficult to estimate since most of these costs are specific to the employee. Indirect costs such as security clearances are based on position and employee, for example, if the employee already has a clearance the costs would be reduced. Transit subsidies are indirect costs are also employee specific and can only be determined after the employee has been recruited and tentatively selected.

V. Combined Request for Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA)

Agency: U.S. Environmental Protection Agency

Covered Component(s): Office of Chemical Safety and Pollution Prevention (OCSP)

VSIP and VERA

1. Explain the workforce situation the organization needs to address through VSIP and VERA that would otherwise require involuntary personnel actions, e.g., layering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping.

As explained in previous sections, OCSPP needs to reshape our workforce by eliminating obsolete positions and consolidating skills to correct significant competency gaps and increase efficiencies and effectiveness while reducing and rebalancing our Full-Time Equivalents (FTEs). Continued advancement in automation/IT technologies will foster further streamlining and redefine our work, allowing people to manage workloads more effectively and with greater consistency. In an effort to bring the BEAD Laboratories in line with the FY14 Strategic Plan and Program goals, it is determined that the ECL's primary work on dioxin analysis is no longer a priority for the Pesticide Program and therefore, warrants the realignment of staff and resources by closing the ECL in Bay St. Louis, MS.

Specifically, OCSPP needs to:

- Reduce the number of GS-0303 Miscellaneous Clerk and Assistant, GS-0318 Secretary, GS-0344 Management and Program Clerical Assistant positions. As technology use across the workforce has expanded, many of the activities of the administrative staff in these series (e.g., typing, filing, screening calls, scheduling meetings, photocopying, mailing documents, timekeeping, and making travel reservations) have been assumed by the office's professional and technical staff. These functions have been re-engineered into complex automated systems, i.e., Govtrip, Webforms, People Plus, and other automated administrative work systems. This change in the work environment has diminished the need for positions in these administrative fields and will enable the organization to reduce obsolete skills and consolidate a broader range of functions.
- Reduce and restructure the work of GS-2210 Information Technology (IT) Management (excluding IT security positions) and GS-1412 Technical Information Specialists to achieve staffing reductions and restructure these positions to recruit candidates with new web-based data management skills needed to expand database information sharing tools such as SharePoint and other web-based applications that are planned for future implementation. These recruitments will also focus on hiring staff that meet the Agency's needs for transitioning OCSPP information management systems to be fully integrated with the agency's E-Enterprise business model. This business model enhances electronic reporting of required submissions by simplifying reporting for small businesses, enabling larger businesses to more readily apply data from their own existing environmental management systems and integrating environmental and administrative information from the OCSPP programs to eliminate duplicative data entry by submitter. This business model also includes the use of 21st century technology such as social media and e-enterprise.
- Specifically to achieve staffing reductions in the OCSPP Immediate Office's Regulatory Coordination Staff (RCS), reduce and restructure the work of GS-1412 Technical Information Specialists, GS-1001 Information Liaison Specialists, and GS-1082 Writer/Editors. This reduction will allow the agency to more effectively realign the workforce and functions necessary for the effective and efficient implementation of the electronic signature and processing requirements for the routine and frequent Federal Register documents that are signed at delegated levels within the program offices.

- Restructure the Biological Economic Analysis Division (BEAD) laboratories from four down to two. The Analytical Chemistry Laboratory (ACL), Microarray Research Laboratory (MRL), and the Microbiology Laboratory (ML) are located in Fort Meade, MD and the Environmental Chemistry Laboratory (ECL) is located in Bay St. Louis, MS. We will be closing the ECL by December 30, 2014 and will reassign the staff and work, into the Analytical Chemistry Laboratory located in Fort Meade, MD. However, staff applying for VSIP will have to be separated by April 4, 2014 to remain budget-neutral. The MRL located at Fort Meade, MD will also be closed by December 31, 2013. The MRL was staffed with one employee who retired on October 13, 2013 and the position will not be backfilled. The research conducted in the MRL has been completed. Steps are currently underway to realign the work into the ACL in Fort Meade, MD as well as remove reference from the OPP organizational structure. We will reduce our environmental chemistry positions GS-1320 Chemists at the GS-13 through GS-15 grade levels in the ECL at Bay St. Louis, MS. Through consolidation of the work of this lab with the ACL in Ft. Meade, MD, the number of staff needing to relocate could be reduced by this incentive. Through attrition gained by VSIP (Note: none of the employees located at the ECL are eligible for VERA), the ACL will reassign the work commensurate to the existing graded positions in order to concentrate the assignment of this work into fewer positions. The ACL provides scientific, laboratory, and technical support through chemical analyses of pesticides and related chemicals. Offering VSIP to our ECL in Bay St. Louis will help consolidate the functions of the ACL at the Fort Meade, MD Lab and help negate the effects of directed reassignments and possible involuntary separations for ECL employees that choose not to relocate.

2. Identify the end date for separations under VSIP and VERA.

The time period for the authorities is from the date of approval until May 1, 2014. Voluntary separations will occur prior to April 5, 2014.

Required information for VSIP request

3. Identify the specific positions and functions to be reduced or eliminated by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position, such as skills and knowledge gaps.

See Attachment 3, VSIP/VERA shows allocations by grade level and occupational series within OCSPP in Washington, DC, Arlington, Virginia, and Bay St. Louis, Mississippi.

4. Describe the categories of employees who will be offered VSIP by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position such as skills or knowledge gaps, or retirement eligibility.

We plan to offer VSIP/VERA to GS-0303 Miscellaneous Clerk and Assistant series at the GS-5 and GS-10 levels in Washington, DC and Arlington, VA.

We plan to offer VSIP/VERA to GS-0318 Secretary series at the GS-9 level in Washington, DC.

We plan to offer VSIP/VERA to GS-0344 Management and Program Clerical at the GS-8 level in Washington, DC.

We plan to offer VSIP/VERA to GS-1001 General Arts and Information at the GS-14 level in Washington, DC and the GS-15 level in Arlington, VA.

We plan to offer VSIP/VERA to GS-1082 Writer Editor at the GS-12 level in Washington, DC and the GS-13 level in Arlington, VA.

We plan to offer VSIP/VERA to GS-1320 Chemists at the GS-13 and GS-15 levels in Bay St. Louis, MS.

We plan to offer VSIP/VERA to GS-1412 Technical Information Specialists at the GS-13 and GS-14 levels in Washington, DC.

We plan to offer VSIP/VERA to GS-2210 Information Technology Management at the GS-13 level in Washington, DC and Arlington, VA, the GS-14 level in Arlington, VA and the GS-15 level in Washington, DC, and Arlington, VA.

5. Identify the number of VSIPs to be paid and the maximum amount of each VSIP (up to \$25,000).

41 VSIPs will be offered, each up to the maximum of \$25,000.

6. Describe how the organization will operate without the eliminated positions and functions identified in number 1.

For the miscellaneous administrative assistant positions (Series 0303, 0318, and 0344), the goal is to recognize the significant changes in technology that have caused decentralization of functions away from the 0303, 0318, and 0344 series during the past decade. The functions have been assumed by the Office's technical and professional staff.

The OCSPP's RCS is restructuring and streamlining the work currently performed by the Information Liaison Specialists, Writer/Editors, and Technical Information Liaison in RCS. The revised process and procedures will rely heavily on new integrated electronic systems that will be implemented before the staff reductions are completed.

For the GS-2210 Information Technology (IT) Management (excluding IT security positions) and GS-1412 Technical Information Specialists we will restructure these positions and recruit candidates with new web-based data management skills needed to expand database information sharing tools such as SharePoint and other web-based applications that are planned for future implementation. These recruitments will also focus on hiring staff that meet the Agency's needs for transitioning OCSPP information management systems to be fully integrated with the agency's E-Enterprise business model. This business model enhances electronic reporting of required submissions by simplifying reporting for small businesses, enabling larger businesses to more readily apply data from their own existing environmental management systems and integrating environmental and administrative information from the OCSPP programs to eliminate duplicative data entry by submitter. This business model also includes the use of 21st century technology such as social media and e-enterprise.

To accommodate the reduction and restructuring of the work of GS-1001 General Arts and Information and GS-1082 Writer/Editor, we will begin implementing the long-term goal of reorganizing the remaining staff to consolidate this function with the Agency's Federal Register Office in the Administrator's Office.

Closing the Environmental Chemistry Laboratory (ECL), Bay St. Louis, MS by December 30, 2014 will require the restructuring of the Biological Economic Analysis Division (BEAD) and realignment of the staff and work, into the Analytical Chemistry Laboratory located in Fort Meade, MD. However, ECL staff applying for VSIP will have to be separated by April 4, 2014. Those ECL staff ineligible for the VSIP and those staff that decide not to voluntarily separate will be directly reassigned to Fort the ACL Laboratory in Fort Meade, MD or may be involuntarily separated for failure to accept a directed reassignment.

7. Provide a proposed organization chart showing the expected changes to the organization's structure after completing the VSIP plan.

The proposed VSIP/VERA plan will result in minor changes to the OCSPP organization chart as noted in attachments 1 and 2.

8. If requesting, or will request, VERA, describe how that authority will be used in conjunction with VSIP.

OCSPP has a substantial number of employees eligible for optional retirement and an even higher number of VERA-eligible employees. However, based on an attrition rate of approximately 5% and the fact that many of our optional retirement-eligible employees have continued to work years beyond retirement eligibility, we are requesting authority to offer VERA with VSIP to supplement our number in order to reach our goal of 41 voluntary separations.

Offering VERA with VSIP is more appealing than VERA alone and most likely will help us achieve the voluntary separations needed to restructure the grade levels of our workforce and gain the skill-sets needed to meet current and future mission needs.

9. If offering VSIPs under another statutory authority, describe how VSIPs are being used under that authority.

Not applicable.

Required information for VERA request

10. Provide the anticipated effective date of the substantial delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping described in number 1.

Reshaping will occur after May 2, 2014. The Environmental Chemistry Laboratory will be closing by December 30, 2014 and those ECL staff remaining will be reassigned before that date.

11. Provide the total number of permanent employees in the agency or covered component(s).

OCSPP employs 1,072 permanent employees.

12. Provide the total number of permanent employees in the agency or covered component(s) that are expected to be involuntarily separated, downgraded, transferred, or reassigned as a result of the reason(s) in number 1.

We expect to process at least 68 personnel actions (voluntary separations, reassignments, reclassifications, and internal/external recruitments to implement the reshaping of our workforce, restructure the grade levels of our workforce and reduce the overall number of positions in the region to meet FY 2015 staff levels.

In addition, those ECL staff ineligible for the VSIP or those that decide not to voluntarily separate will be directly reassigned and consolidated with the other staff of the same or similar discipline in the ACL Laboratory or may be involuntarily separated.

13. Provide the total number of employees in the agency or covered component(s) that are eligible for voluntary early retirement. (Do not include employees eligible for optional retirement.)

OCSPP has 253 employees that are eligible for VERA under the plan.

14. Provide an estimate of the number of employees in the agency or covered component(s) that are expected to take voluntary early retirement.

21 employees are estimated to take voluntary early retirement under the plan. Estimate based on a 50% acceptance by VSIP/VERA eligible employees outlined in Attachment 3.

15. Describe the types of personnel actions anticipated as a result of the reason(s) in number 1 (e.g., reassignments, downgrades, separations) that would occur without VERA.

- Directed reassignments/Possible involuntary separations
- Reassignments
- Voluntary separations
- Abolish and/or reclassify positions
- Internal and external recruitment

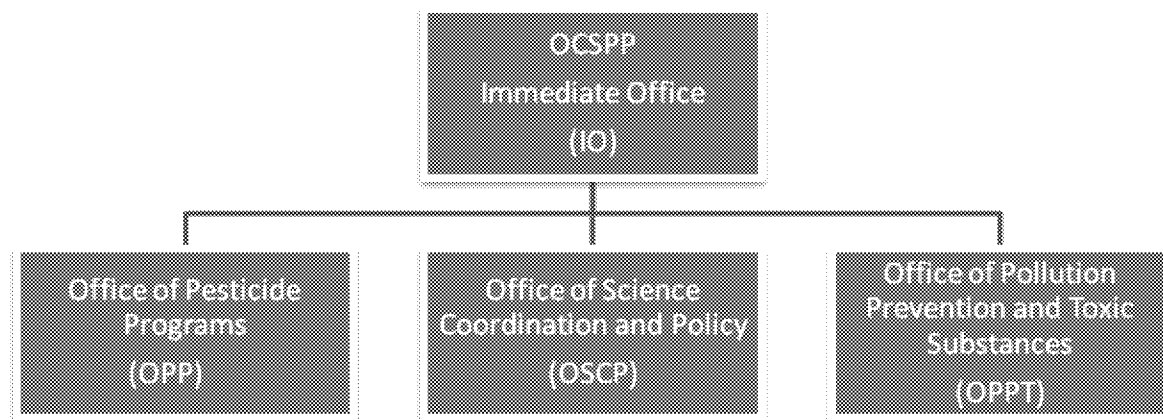
Attachments

Attachment 1 – Current OCSPP Organization Chart

Attachment 2 – New OCSPP Organization Chart

Attachment 3 – Targeted Positions and Maximum Number of VSIPs to be offered to Targeted Positions by Office and Series

Office of Chemical Safety and Pollution Prevention Current Organization Chart

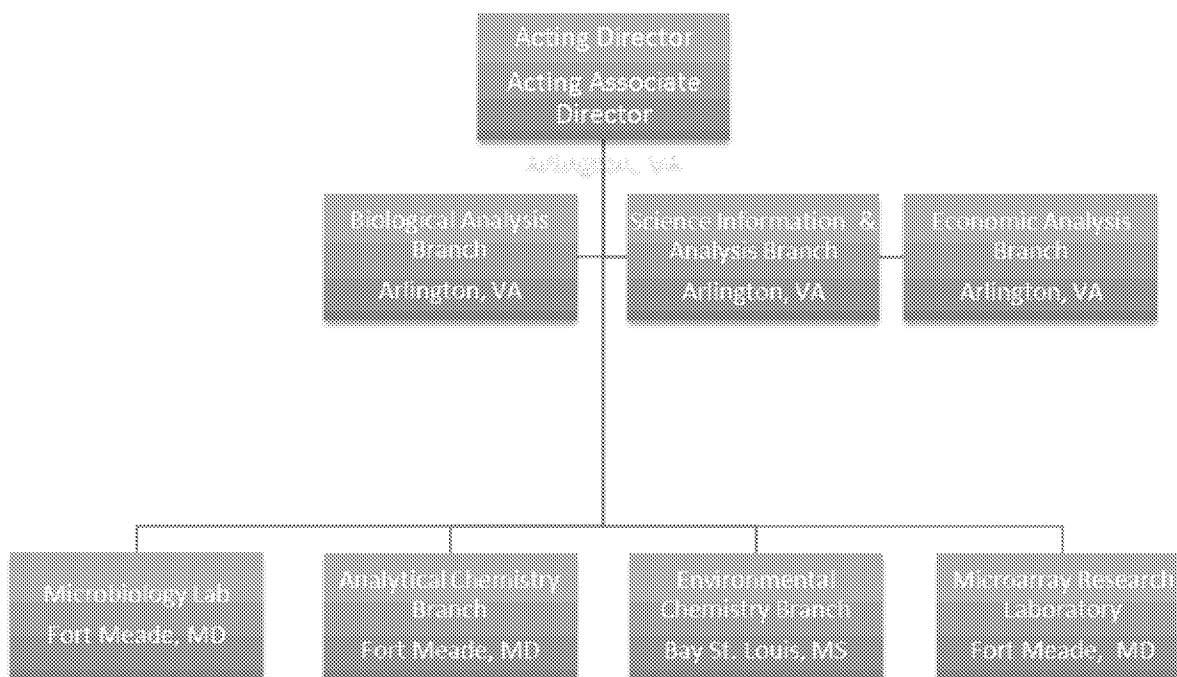


Biological Economic Analysis Division (BEAD)

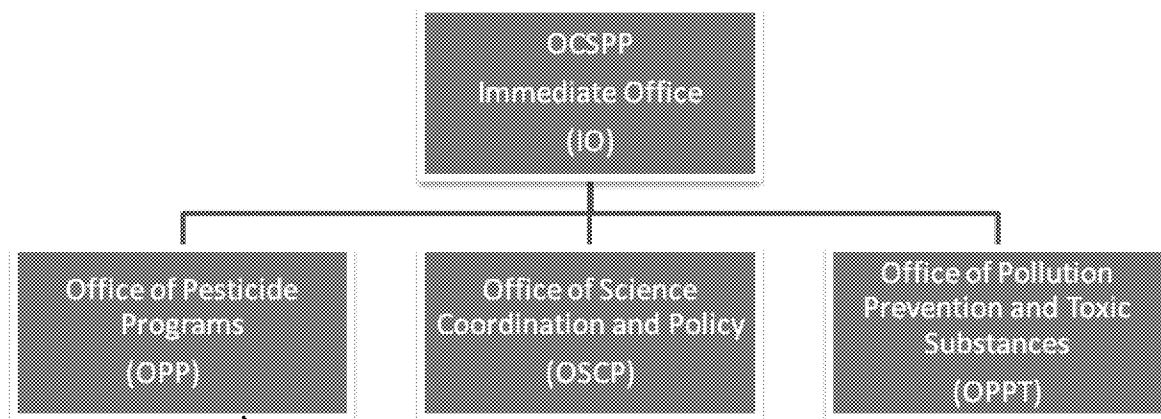
Current Organizational Structure

*Note: BEAD is one of 9 Divisions in OPP

Only BEAD will be affected by this proposal.



Office of Chemical Safety and Pollution Prevention New Organization Chart

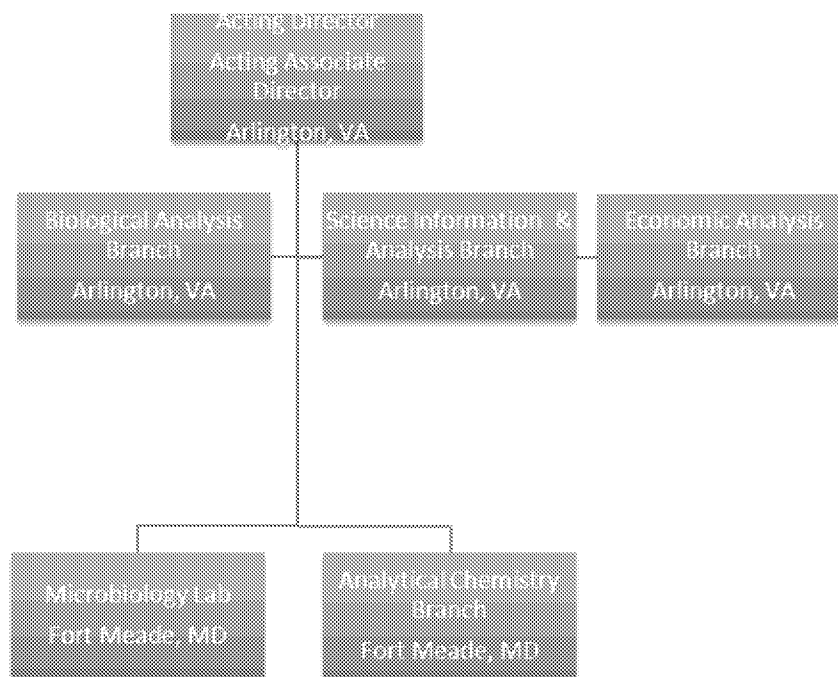


Biological Economic Analysis Division (BEAD)

Proposed Organizational Structure

*Note: BEAD is one of 9 Divisions in OPP

Only BEAD will be affected by this proposal.



Attachment 3: VSIP/VERA allocations by occupational series, grade, and location				
Occupational Series		Grade	Location	Number of positions in targeted Series
0303	Miscellaneous Clerk and Assistant	GS-5, GS-10	Washington, DC and Arlington, VA	Ex. 6 - Personal Privacy
0318	Secretary	GS-9	Washington, DC	
0344	Management and Program Clerical Assistant	GS-8	Washington, DC	
1001	General Arts and Information	GS-14, GS-15	Washington, DC and Arlington, VA	
1082	Writer Editor	GS-12, GS-13	Washington, DC and Arlington, VA	
1320	Chemists	GS-13, GS-14, GS-15	Bay St. Louis, MS	
1412	Technical Information Specialist	GS-13 and GS-14	Washington, DC	
2210*	Information Technology Management	GS-13, GS-14 GS-15	Washington, DC and Arlington, VA	
			Total	[=SUM(ABOVE)]
				[=SUM(ABOVE)]

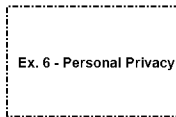
Total VSIP eligible under plan	519
Total VERA eligible under plan	253
Total voluntary eligible under plan	266
Total offered	up to 41

Note: *(2) Information Technology Management positions are designated as IT Security Officers and are therefore not included in the targeted list.

Message

From: Coogan, Daniel [Coogan.Daniel@epa.gov]
Sent: 9/28/2017 1:27:19 PM
To: Martinson, Alice [Martinson.Alice@epa.gov]
CC: Collins, BJ [Collins.BJ@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Final Separation List.xlsx

Great, thanks. Debbie here's the updated chart if you need it . . . Also, any news on out to their budget office to see what happened?



Need me to reach

AA Ship/Region	Total	Accepted	Withdrew	Not Eligible	Declined	Separated**
AO	14	11		1	2	11
OAR	4	3			1	3
OARM	31	25			6	25
OCFO	17	15			2	14
OCSP	15	10		2	3	10
OECA	48	39	1		8	39
OEI	17	16			1	15
OGC	2	2				2
OITA	3	2			1	2
OLEM	20	15	1		4	15
ORD	32	29	1		2	29
OW	24	18	1		5	18
Region 1	27	20			7	20
Region 10	7	5			2	5
Region 2	9	7		1	1	7
Region 3	59	41	6	1	11	41
Region 4	28	19	1	4	4	19
Region 5	32	28	1		3	28
Region 6	39	29	3	1	6	29
Region 7	33	29			4	29
Region 8	4	2		2		2
Region 9	15	11	1		2	11
Total	480	376	16	12	75	374

** OEI and OCFO have 1 employee each with deferred separation until September 30, 2017.

Dan
 Director, Resources, Analysis and Planning Division
 Office of Resources, Operations and Management, OARM
 o: 202-564-1862
 C:
SEE – PHS – OARM Budget – RAPD

From: Martinson, Alice
Sent: Thursday, September 28, 2017 9:24 AM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>

Cc: Collins, BJ <Collins.BJ@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Final Separation List.xlsx

Yes, the changes you have made are accurate. The only thing you might want to add back in is the footnote on the two who are scheduled to leave 9/30.

I am copying Debbi because she had a question about that, in relation to our final numbers.

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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From: Coogan, Daniel
Sent: Thursday, September 28, 2017 9:21 AM
To: Martinson, Alice <Martinson.Alice@epa.gov>
Cc: Collins, BJ <Collins.BJ@epa.gov>
Subject: RE: Final Separation List.xlsx

Okay, thanks. So is it okay for me to modify this chart as follows (I believe Donna may want this in the Chief of Staff's talking points):

AA Ship/Region	Total	Accepted	Withdrew	Not Eligible	Declined	Separated**
AO	14	11		1	2	11
OAR	4	3			1	3
OARM	31	25			6	25
OCFO	17	15			2	14
OCSP	15	10		2	3	10
OECA	48	39	1		8	39
OEI	17	16			1	15
OGC	2	2				2
OITA	3	2			1	2
OLEM	20	15	1		4	15
ORD	32	29	1		2	29
OW	24	18	1		5	18

Region 1	27	20			7	20
Region 10	7	5			2	5
Region 2	9	7		1	1	7
Region 3	59	41	6	1	11	41
Region 4	28	19	1	4	4	19
Region 5	32	28	1		3	28
Region 6	39	29	3	1	6	29
Region 7	33	29			4	29
Region 8	4	2		2		2
Region 9	15	11	1		2	11
Total	480	376	16	12	75	374

Dan
 Director, Resources, Analysis and Planning Division
 Office of Resources, Operations and Management, OARM
 o: 202-564-1862

C: Ex. 6 - Personal Privacy

SEE – PHS – OARM Budget – RAPD

From: Martinson, Alice
Sent: Thursday, September 28, 2017 9:17 AM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>
Cc: Collins, BJ <Collins.BJ@epa.gov>
Subject: RE: Final Separation List.xlsx

Dan,

I'm not sure what the issue was with the OCSP number, but after updating the system with Ex. 6 - Personal Privacy status, I pulled the numbers again and they match what you have.

Please let me know if you need anything else.

Program or Region	Total
Region 1	20
Region 2	7
Region 3	41
Region 4	19
Region 5	28
Region 6	29
Region 7	29
Region 8	2
Region 9	11
Region 10	5
AO	11

OAR	3
OARM	25
OCFO	15
OCSP	10
OECA	39
OEI	16
OGC	2
OITA	2
OLEM	15
ORD	29
OW	18
	Total:
	376

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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From: Collins, BJ
Sent: Thursday, September 28, 2017 8:26 AM
To: Martinson, Alice <Martinson.Alice@epa.gov>
Subject: FW: Final Separation List.xlsx

Alice,

Can you clear this up with Dan (I believe you did in the previous email). Thank you.

BJ Collins, Deputy Director
Office of Administration and Resources Management-RTP
Office Phone – 919-541-5515
Cell Phone – Ex. 6 - Personal Privacy

From: Coogan, Daniel

Sent: Wednesday, September 27, 2017 4:50 PM

To: Martinson, Alice <Martinson.Alice@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>

Subject: RE: Final Separation List.xlsx

Who are the two that accepted but didn't separate? I want to make sure we're on the same page because the 378 and 376 could cause confusion.

Including the two deferrals (OCFO and OEI), we have 376. The chart below seems to suggest that they are still not being counted under separated. If we want to list those employees as accepted but not separated then the Separated list should only amount to 374 (and accepted should amount to 376). The SSC chart looks off on OCSPP (I have 10 not 11) and Region 9 (I have 11 not 12).

Row Labels	Count of Name	Sum of Dollars
01	20	\$500,000
02	7	\$175,000
03	41	\$1,024,382
04	19	\$475,000
05	28	\$700,000
06	29	\$724,528
07	29	\$725,000
08	2	\$50,000
09	11	\$250,000
10	5	\$125,000
OA	11	\$275,000
OAR	3	\$75,000
OARM	25	\$600,000
OCFO	15	\$375,000
OCSPP	10	\$250,000
OECA	39	\$975,000
OEI	16	\$400,000
OGC	2	\$50,000
OITA	2	\$50,000
OLEM	15	\$375,000
ORD	29	\$725,000
OW	18	\$448,316
Grand Total	376	\$9,347,226

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

C: Ex. 6 - Personal Privacy

SEE - PHS - OARM Budget - RAPD

From: Martinson, Alice
Sent: Wednesday, September 27, 2017 3:54 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>
Cc: Coogan, Daniel <Coogan.Daniel@epa.gov>
Subject: RE: Final Separation List.xlsx

AA Ship/Region	Total	Accepted	Withdrew	Not Eligible	Declined	Separated**
AO	14	11		1	2	11
OAR	4	3			1	3
OARM	31	25			6	25
OCFO	17	15			2	14
OCSP	15	11		2	3	11
OECA	48	39	1		8	39
OEI	17	16			1	15
OGC	2	2				2
OITA	3	2			1	2
OLEM	20	15	1		4	15
ORD	32	29	1		2	29
OW	24	18	1		5	18
Region 1	27	20			7	20
Region 10	7	5			2	5
Region 2	9	7		1	1	7
Region 3	59	41	6	1	11	41
Region 4	28	19	1	4	4	19
Region 5	32	28	1		3	28
Region 6	39	29	3	1	6	29
Region 7	33	29			4	29
Region 8	4	2		2		2
Region 9	15	12	1		2	12
Total	480	378	16	12	75	376

~ Alice

Alice Martinson
 Acting Section Chief, RTP-SSC
 U.S. Environmental Protection Agency
 OARM/HRMD-RTP (MD-C639-02)
 Research Triangle Park, NC 27711
 voice: 919-541-5420
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From: Hart, Debbi

Sent: Wednesday, September 27, 2017 1:58 PM

To: Martinson, Alice <Martinson.Alice@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>

Cc: Coogan, Daniel <Coogan.Daniel@epa.gov>

Subject: RE: Final Separation List.xlsx

Many thanks! I've update the info for Ryan. Can I please get a final table that totals to the 376? Last version I got was from yesterday afternoon and totaled 377 (see below). Need to include in submittal for OPM/OMB per Donna's request. Thanks in advance. Debbi

AA Ship/Region	Total	Accepted	Withdrew	Not Eligible	Declined	Separated**
AO	14	11		1	2	11
OAR	4	3			1	3
OARM	31	25			6	25
OCFO	17	15			2	14
OCSPP	15	10		2	3	10
OECA	48	39	1		8	39
OEI	17	16			1	15
OGC	2	2				2
OITA	3	2			1	2
OLEM	20	15	1		4	15
ORD	32	29	1		2	29
OW	24	18	1		5	18
Region 1	27	20			7	20
Region 10	7	5			2	5
Region 2	9	7		1	1	7
Region 3	59	41	6	1	11	41
Region 4	28	19	1	4	4	19
Region 5	32	28	1		3	28
Region 6	39	29	3	1	6	29
Region 7	33	29			4	29
Region 8	4	2		2		2
Region 9	15	12	1		2	12
Total	480	377	16	12	75	375

Please note:

**2 Separations approved for separation date of 9/30 – 1 OCFO, 1 OEI – Counted in Accepted but not in Separated column.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Martinson, Alice
Sent: Wednesday, September 27, 2017 1:46 PM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Final Separation List.xlsx

No, sorry. I misspoke. Your numbers look right to me based on all the info.

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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From: Coogan, Daniel
Sent: Wednesday, September 27, 2017 1:43 PM
To: Martinson, Alice <Martinson.Alice@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Final Separation List.xlsx

I'm including those in the 376 Ex. 6 - Personal Privacy Are you saying that there are two more employees who are leaving that aren't on your list? Ex. 6 - Personal Privacy on the SSC list.

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
c: Ex. 6 - Personal Privacy
SEE - PHS - OARM Budget - RAPD

From: Martinson, Alice
Sent: Wednesday, September 27, 2017 1:40 PM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Final Separation List.xlsx

That is correct. I was including the two who haven't yet separated.

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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From: Coogan, Daniel
Sent: Wednesday, September 27, 2017 1:32 PM
To: Martinson, Alice <Martinson.Alice@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Final Separation List.xlsx

Thank you. I've updated my master chart. But after dropping Ex. 6 - Personal Privacy I assumed the latter two would receive the full \$25k). I still only get 376. The list you sent me included 375 and the only person you need to add was Ex. 6 - Personal Privacy. I think our number is 376 (this 376 includes the deferred V/Vs in OCFO and OEI). Am I missing something? I'm keeping a master list of names for budget tracking purposes, which I can share if that helps.

Row Labels	Count of Name	Sum of Dollars
01	20	\$500,000
02	7	\$175,000
03	41	\$1,024,382
04	19	\$475,000
05	28	\$700,000
06	29	\$724,528
07	29	\$725,000
08	2	\$50,000
09	11	\$250,000
10	5	\$125,000
OA	11	\$275,000
OAR	3	\$75,000
OARM	25	\$600,000
OCFO	15	\$375,000
OCSP	10	\$250,000
OECA	39	\$975,000
OEI	16	\$400,000
OGC	2	\$50,000
OITA	2	\$50,000
OLEM	15	\$375,000
ORD	29	\$725,000
OW	18	\$448,316
Grand Total	376	\$9,347,226

Dan
 Director, Resources, Analysis and Planning Division
 Office of Resources, Operations and Management, OARM
 o: 202-564-1862

C: Ex. 6 - Personal Privacy

SEE – PHS – OARM Budget – RAPD

From: Martinson, Alice
Sent: Wednesday, September 27, 2017 1:04 PM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Final Separation List.xlsx
Importance: High

Here are the additional details. Please call me if you need more information.

• **Ex. 6 - Personal Privacy**

AA Ship/Region	Total	Accepted	Withdrew	Not Eligible	Declined	Separated**
AO	14	11		1	2	11
OAR	4	3			1	3
OARM	31	25			6	25
OCFO	17	15			2	14
OCSPP	15	10		2	3	10
OECA	48	39	1		8	39
OEI	17	16			1	15
OGC	2	2				2
OITA	3	2			1	2
OLEM	20	15	1		4	15
ORD	32	29	1		2	29
OW	24	18	1		5	18
Region 1	27	20			7	20
Region 10	7	5			2	5
Region 2	9	7		1	1	7
Region 3	59	41	6	1	11	41
Region 4	28	19	1	4	4	19
Region 5	32	28	1		3	28
Region 6	39	29	3	1	6	29
Region 7	33	29			4	29
Region 8	4	2		2		2
Region 9	15	11	1		2	11
Total	480	376	16	12	75	374

- , OCSPP, Resigned 8/7, 25K PAYMENT NOT ASSOCIATED WITH VERA VSIP. There is no personnel action associated with the payment. I will need more time to find out why he received that payment.
- Ex. 6 - Personal Privacy this employee separated and accepted the buy out.

Ex. 6 - Personal Privacy separation changes our overall accepted number to 378. I've updated the table below to reflect that.

AA Ship/Region	Total	Accepted	Withdrew	Not Eligible	Declined	Separated**
AO	14	11		1	2	11
OAR	4	3			1	3
OARM	31	25			6	25
OCFO	17	15			2	14
OCSPP	15	11		2	3	11
OECA	48	39	1		8	39
OEI	17	16			1	15
OGC	2	2				2
OITA	3	2			1	2
OLEM	20	15	1		4	15
ORD	32	29	1		2	29
OW	24	18	1		5	18
Region 1	27	20			7	20

Region 10	7	5			2	5
Region 2	9	7		1	1	7
Region 3	59	41	6	1	11	41
Region 4	28	19	1	4	4	19
Region 5	32	28	1		3	28
Region 6	39	29	3	1	6	29
Region 7	33	29			4	29
Region 8	4	2		2		2
Region 9	15	12	1		2	12
Total	480	378	16	12	75	376

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
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From: Coogan, Daniel
Sent: Wednesday, September 27, 2017 12:35 PM
To: Collins, BJ <Collins.BJ@epa.gov>; Martinson, Alice <Martinson.Alice@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Final Separation List.xlsx

The Chief of Staff is heading to the Hill this afternoon to go over our V/V. Any chance we could expedite the review? Apologies for the urgency, we just want to make sure he has accurate information.

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862

C: Ex. 6 - Personal Privacy

SEE – PHS – OARM Budget – RAPD

From: Collins, BJ
Sent: Wednesday, September 27, 2017 12:01 PM

To: Coogan, Daniel <Coogan.Daniel@epa.gov>; Martinson, Alice <Martinson.Alice@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Final Separation List.xlsx

Dan,

Ex. 6 - Personal Privacy

I am not sure about the others, but Alice is looking into it. Thank you.

BJ Collins, Deputy Director

Office of Administration and Resources Management-RTP

Office Phone – 919-541-5515

Cell Phone – 919-368-6682

From: Coogan, Daniel

Sent: Wednesday, September 27, 2017 11:35 AM

To: Martinson, Alice <Martinson.Alice@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Final Separation List.xlsx

Here's the six folks where we're off. I think for the Ex. 6 - Personal Privacy employees received a month extension and will eventually get their payouts. The other four I'm less certain of. Both Ex. 6 - Personal Privacy and Ex. 6 - Personal Privacy are no longer charging to the agency and did not receive their buy-out.

Also, I have two employees that received their buy-out—Ex. 6 - Personal Privacy but are not on your list. I did a little more digging on these two. Ex. 6 - Personal Privacy with only 6 years of service and Ex. 6 - Personal Privacy is a pay plan SL employee. Not sure if these impact why they would not be on the SSC list.

Any ideas on these 6?

RPIO CDV	Name	RPIO SSC	Name	Notes
		09		No \$25k buyout
		OARM		No \$25k buyout
		OCFO		No \$25k buyout (still charging as of pp26)
OCSPP	Ex. 6 - Personal Privacy		Ex. 6 - Personal Privacy	Received \$25k on pp24
		OEI		No \$25k buyout (still charging as of pp26)
OW				Received \$25k on pp25

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

C: Ex. 6 - Personal Privacy

SEE – PHS – OARM Budget – RAPD

From: Martinson, Alice

Sent: Wednesday, September 27, 2017 10:33 AM

To: Collins, BJ <Collins.BJ@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>

Subject: Final Separation List.xlsx

Attached is the final VERA VSIP separation list. Please let me know if you need anything else.

Region 2's VERA/VSIP Business Case Narrative

Region 2 proposes to extend a maximum of 30 VERA/VSIP offers, up to 27 to employees with a New York, NY (NYC) duty station and up to three to employees with an Edison, NJ duty station. These fall into three of the six major themes identified by the agency.

Consolidate and streamline functions/activities/reduce number of programs: One offer will be extended to a GS-819-13 in CWD/DWMIB/SRFS who specializes in construction grants, as that program is being phased out across the agency. One offer will be extended to a GS-401-13 aquatic biologist in CWD/CWRB/NS who specializes in CWA 301(h), 403(c), and 316(a&b) as much of that work has migrated to CEPD, situated in Puerto Rico. Four offers will be extended to the group of seven GS-12s and 13s, in multiple series and with multiple titles, in DECA/WCB whose work focuses on the Underground Injection Control program. That program has achieved efficiencies by extending permit terms to ten years, effectively targeting inspections, and developing expedited penalty actions. The group of seven UIC employees are identified by name in the comments column of the targeted positions template. The positions described in this paragraph all have a duty station of NYC. To the extent that offers are accepted, the positions will be restructured to support functions/activities within CWD and DECA other than construction grants, CWA 301(h)/403(c)/316(a&b), or UIC. This will entail a far greater than 25% change in responsibilities and may also involve changes in series and full-performance levels.

Restructure or reduce highly-graded supervisory or non-supervisory positions: One offer will be extended to the sole GS-028-14 in CASD/APB. One offer per branch will be extended to the GS-13s across occupational series in CASD/APB, CASD/SMPB, DESA/HWSB, DESA/Lab, and DESA/MAB. A majority of the positions in these branches are at the GS-13 level; we seek to establish a more balanced grade/experience distribution. The grade-controlling responsibilities of those who separate will be distributed among other GS-13s in the respective branches. At such point as external hiring becomes feasible, we will use the vacated FTEs to recruit at the entry level for full-performance level GS-12 positions. Two offers will be extended to the 14 attorneys throughout ORC who hold GS-15 positions titled General Attorney or Attorney-Adviser. The target pool does not include GS-905-15s who are supervisors or team leaders. Subject to ability to hire externally, we will use the vacated FTEs to recruit at or near the entry level for full-performance level GS-14 positions. As with the positions described earlier in this paragraph, this will result in a more balanced and efficient grade distribution as well as the introduction of fresh perspectives. An offer will be extended to the sole GS-301-13 congressional and intergovernmental relations specialist in PAD. If that position is vacated and we are able to utilize the FTE, we intend to hire at the entry level for a full-performance level GS-1035-12 public affairs specialist (the predominant occupation in PAD, and one that affords greater assignment flexibility). The duty station of the CASD, ORC, and PAD positions is NYC. The duty station of the DESA positions is Edison, NJ.

Consolidate or Reduce Administrative or Support Functions: Offers will be extended to all five of the paralegal specialists in ORC; their duty station is NYC. The need for paralegal support has diminished, as there is now more emphasis on document production and file management

and less on legal research. An offer will be extended to ORC's sole GS-963-9 legal instruments examiner, the duty station for which is NYC. That position functions as regional hearing clerk; increased centralization in DC of these responsibilities, coupled with a move to electronic filing, diminishes the need for this position. In CASD/RIAB, an offer will be extended to the GS-318-7 branch secretary, the duty station for which is NYC; the size of the branch has diminished considerably and it no longer requires its own secretary. Offers will be extended to all seven of the GS-303-6 office assistants with a NYC duty station. All of these positions are situated in branches with a GS-318-7 secretary; the administrative support workload is not such that two individuals in a branch are required. This is especially the case now that travel coordination and processing for the region has been centralized in finance. In CASD/HWPB, an offer will be extended to the region's sole GS-326-4 office automation clerk; this is a part-time position with a NYC duty station. The office automation clerk is situated in a branch with a GS-6 office assistant (who is also being extended an offer, as described above) and a GS-7 secretary.

R2 has a total of 783 non-temporary employees. Of these, 219 will, as of 9/30/17, be eligible for early retirement according to a spreadsheet provided to us by the RTP HR Shared Service Center. This number does not include the 200 who are already eligible for regular retirement. Since quite a large portion of R2's workforce (over 28%) is eligible for VERA but not regular retirement, it is important that we offer VERA rather than VSIP alone. Our estimate of the number of employees expected to take early retirement is eight to 10. This assumes that 1) a majority but not all of our slots will be taken; and 2) employees eligible for regular retirement will have service computation dates that have the effect of precluding some offers to less senior VERA-eligible applicants. Region 2 intends for employees in targeted positions to be included in the offer pool regardless of whether they are eligible for VSIP and regular retirement, VERA/VSIP, or VSIP only. The maximum number of VSIPs to be offered is 30; the maximum amount per VSIP is \$25,000.

Twenty-seven of our offers would be for NYC positions; three would be for Edison, NJ positions; none would be for positions in R2's remaining duty stations. One hundred and five employees are holding positions targeted to receive offers; 72 in NYC and 33 in Edison, NJ. We are opting not to identify any positions in the offer pool as "safe."

Absent a VERA/VSIP, we would anticipate no involuntary actions of an adverse nature; some employees would need to be reassigned. We do not anticipate undertaking a reorganization following the implementation of this VERA/VSIP proposal. Therefore, we are providing a single set of organization charts. The theme-based paragraphs above convey a sense of how the region would operate with certain positions eliminated and others backfilled at lower grades, different series, or with a different set of programmatic responsibilities. We anticipate that personnel actions as a result of VERA/VSIP implementation would include a modest number of reassignments, details, and merit promotions. We may also proceed with external hires at the entry level based on feasibility and degree of need.

Buy-Outs and Other Voluntary Separations

Office/ Region	VERA/VSIP 2017	*Total Attrition	FTE Beginning FY17	FTE End FY17
OA	11	38	365	327
OAR	3	94	1120	1026
OARM	25	66	690	624
OCFO	15	25	302	277
OCSP	10	95	970	875
OECA	39	79	721	642
OEI	16	34	337	303
OGC	2	13	227	214
OIG	**	26	**	**
OITA	2	2	74	72
OLEM	15	29	491	462
ORD	29	125	1546	1421
OW	18	44	576	532
R01	20	51	547	496
R02	7	34	781	747
R03	41	61	808	747
R04	19	57	908	851
R05	28	70	1056	986
R06	29	54	733	679
R07	29	55	501	446
R08	2	29	513	484
R09	11	45	726	681
R10	5	43	542	499
Grand Total	376	1169	14534	13391

Note: Experts and consultants not included; data from 1/21/2017 - 1/26/2018

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 2/6/2018 11:32:27 PM
To: Ruth Corcino-Woodruff [RUTH.CORCINO-WOODRUFF@OPM.GOV]
CC: Chase, Twana [chase.twana@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA Information

Ruth,

Here's the more detailed breakdown for 2017 VERA/VSIP offers at EPA. I should be able to deliver the June 2017 bargaining unit data sometime tomorrow. The training assessment report is being routed through senior management, I will forward it when it has been approved. I don't know when the APR will be posted, you may want to reach out to the PIO's office.

Office	Optional Voluntary Retirement with VSIP	Early Retirement - (VERA with VSIP)	Resignation - VSIP Only	Optional or Early Retirement with NO VSIP	Grand Total
AO	11				11
OAR	3				3
OARM	23	1		1	25
OCFO	12	3			15
OCSPP	7	3			10
OECA	29	10			39
OEI	9	7			16
OGC		2			2
OITA	1	1			2
OLEM	9	6			15
ORD	18	11			29
OW	13	4	1		18
Region 1	17	3			20
Region 2	7				7
Region 3	27	13	1		41
Region 4	13	5	1		19
Region 5	20	8			28
Region 6	24	4	1		29
Region 7	21	8			29
Region 8	1	1			2
Region 9	6	4		1	11
Region 10	4	1			5
Grand Total	275	95	4	2	376

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
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Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Monday, February 05, 2018 5:58 PM
To: 'Corcino-Woodruff, Ruth A.' <Ruth.Corcino-Woodruff@opm.gov>
Cc: Chase, Twana <chase.twana@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA Information

Ruth,

1. Bargaining and Non-Bargaining Unit employees as of 1/25/18. I will need to have the data from June 2017 pulled.

of Bargaining Unit Employees

Union	#s
Non-Bargaining Unit	4,312
AFGE	7,936
NTEU	2,198
NAGE ORD Las Vegas	28
NAGE ORD Narragansett	61
NAGE Non-Professionals Atlanta	201
NAIL ORD Gulf Breeze	49
ESC R9 Professionals	276

2. The last training needs assessment was conducted in October 2017. I have not received a final report yet. (see attached).
3. Some VERA/VSIP information attached. I will forward the break down on #VERA later.
4. the POC for question #4 would be my supervisor, Debbi Hart (hart.debbi@epa.gov or 202-564-2011).
5. The 2017 APR has not been posted

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From: Corcino-Woodruff, Ruth A. [<mailto:Ruth.Corcino-Woodruff@opm.gov>]
Sent: Monday, February 05, 2018 5:18 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Chase, Twana <chase.twana@epa.gov>
Subject: EPA Information

Hi Loretta,

We are being asked to compile agency profiles by Ana Mazzi, OPM Deputy Director. I will be asking for additional information related to EPA and employee data, MCO, union, etc. and will probably be asking for it piecemeal, so I am apologizing in advance. While I am getting some information from EHRI, other information will requested from you. To start, I am asking for the following::

- 1) I need to know the total bargaining unit and non-bargaining unit employees as of June 2017; and currently.
- 2) When (date) was the most recent agency-wide training needs assessment completed ? (agency-wide training needs assessment with analysis, etc.)
- 3) For FY 17 # of VSIPs/VERA approved. Actual # of VSIPs processed; # of VERA's processed.
- 4) How is EPA using data analytics to drive decisions- give examples of what was/is being done. How is HR stat being used? Can you refer me to the current EPA POC for this?
- 5) Do you have a copy of the FY17 Annual Performance Plan. EPA's website does not have it publicized(?).

Ruth

EPA's 2017 Voluntary Early Retirement (VERA) and Voluntary Separation Incentive Payments (VSIP) Activity

Timeline

June 16 – EPA submitted VERA/VSIP proposal to Office of Personnel Management (OPM)
July 10 – OPM approved EPA's VERA/VSIP proposal
July 13-26 – Application period (480 applications received)
September 30, 2017 – All VERA/VSIP separations complete (376 employees total)

Business Case

EPA submitted a proposal to OPM on June 16, 2017 seeking to reduce, restructure and reshape its various program and regional offices according to the following themes:

- ☐ delayering to increase supervisor to staff ratio;
- ☐ consolidation or reduction of administrative or support functions;
- ☐ restructuring or reducing highly graded supervisory and non-supervisory positions;
- ☐ restructuring to focus on core business functions (administrative support);
- ☐ restructuring to focus on STEM/programmatic priorities; and consolidating and streamlining functions/activities/reduce number of programs.

All 22 regional offices and program offices, except the Office of Inspector General, submitted proposals for VERA/VSIP separations. Each office/program identified:

- 1) positions (by series, grade organization and/or function) that would be covered by VERA/VSIP;
- 2) the maximum number of offers that would be offered within each position category;
- 3) the positions that would be restructured, if vacated, through VERA/VSIP and
- 4) the positions that would be eliminated, if vacated through VERA/VSIP.

The agency also requested the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap (max offers) for each program or regional office would not be exceeded.

Finally, the offices/programs estimated the cost savings that would be realized if the maximum number of offers (1,226) were accepted:

Maximum Projected Costs and Savings	FY 2017	FY 2018	FY 2019
Maximum Agency-wide Direct Costs	\$48,229,252		
Maximum Agency-wide Savings		\$129,680,961	\$77,342,826

Applications and Separations

The Agency received approval from OPM to proceed with the proposed VERA/VSIP on July 10, 2017.

- ☐ The application period ran from July 13, 2017 to July 26, 2017
- ☐ 480 people applied and 376 employees separated through VERA/VSIP
- ☐ 374 employees separated by September 2, 2017
- ☐ 2 employees were extended based on agency need and separated by September 30, 2017

All 22 regional offices and programs, except the Office of Inspector General, experienced VERA/VSIP separations. Of the 480 individuals who applied for VERA/VSIP, 16 withdrew, 12 declined the final offer, and 12 were deemed not eligible.



Below are the proposed and actual results of the VERA/VSIP, by regional office and program.

VERA/VSIP	Proposed				Results	
AA/Region	Targeted	Max Offers	Restructure	Eliminate	Applied	Separated
AO	139	65	64	1	14	11
OAR	67	20	5	15	4	3
OARM	154	98	84	14	31	25
OCFO	160	27	7	20	17	15
OCSP	68	50	47	3	15	10
OECA	506	51	25	26	48	39
OEI	180	30	30	0	17	16
OGC	3	2	1	1	2	2
OITA	6	5	5	0	3	2
OLEM	219	94	94	0	20	15
ORD	296	183	183	0	32	29
OW	391	30	15	15	24	18
Region 1	112	36	25	11	27	20
Region 2	105	30	15	15	9	7
Region 3	411	159	124	35	59	41
Region 4	26	25	15	10	28	19
Region 5	182	79	71	8	32	28
Region 6	217	147	147	0	39	29
Region 7	168	45	45	0	33	29
Region 8	48	8	7	1	4	2
Region 9	167	23	23	0	15	11
Region 10	44	19	17	2	7	5
Total	3669	1226	1049	177	480	376

Post-VERA/VSIP Efforts & Impact

Any position vacated by VERA/VSIP must be eliminated or restructured prior to filling. In order to ensure programs and regions are adhering to the plans they put forth to reshape their workforce, the agency is documenting that all VERA/VSIP vacated positions are properly restructured, before refilling the position. Specifically, one of the following actions must occur:

- ☐ Change the position from supervisory to non-supervisory.
- ☐ Decrease the grade and/or full performance level (i.e., at least one grade level lower than the current position) of the position.
- ☐ Change the series of the position.
- ☐ Significantly change the duties of the position (by at least 25%) if the series and grade are to remain the same (i.e., the incumbent who vacated could not be expected to learn how to perform these new duties within a reasonable amount of time. The servicing Human Resources Shared Service Center will determine if the change in duties are significant.)

Senior Resource Officials (SROs) are responsible for closely monitoring all personnel actions to ensure compliance with approved VERA/VSIP packages. The HR Shared Service Centers (SSCs) have been instructed to review all incoming actions for adherence to the commitment/business case of each program/regional package.



Row Labels	Count of Name	Sum of Dollars
01	20	\$500,000
02	7	\$175,000
03	41	\$1,024,382
04	19	\$475,000
05	28	\$700,000
06	29	\$724,528
07	29	\$725,000
08	2	\$50,000
09	11	\$250,000
10	5	\$125,000
OA	11	\$275,000
OAR	3	\$75,000
OARM	25	\$600,000
OCFO	15	\$375,000
OCSPP	10	\$250,000
OECA	39	\$975,000
OEI	16	\$400,000
OGC	2	\$50,000
OITA	2	\$50,000
OLEM	15	\$375,000
ORD	29	\$725,000
OW	18	\$448,316
Grand Total	376	\$9,347,226

AA Ship/Region	Total	Accepted	Withdrew	Not Eligible	Declined	Separated**
AO	14	11		1	2	11
OAR	4	3			1	3
OARM	31	25			6	25
OCFO	17	15			2	14
OCSP	15	10		2	3	10
OECA	48	39	1		8	39
OEI	17	16			1	15
OGC	2	2				2
OITA	3	2			1	2
OLEM	20	15	1		4	15
ORD	32	29	1		2	29
OW	24	18	1		5	18
Region 1	27	20			7	20
Region 10	7	5			2	5
Region 2	9	7		1	1	7
Region 3	59	41	6	1	11	41
Region 4	28	19	1	4	4	19
Region 5	32	28	1		3	28
Region 6	39	29	3	1	6	29
Region 7	33	29			4	29
Region 8	4	2		2		2
Region 9	15	12	1		2	12
Total	480	377	16	12	75	375

Row Labels	Count of Name	Sum of Dollars
01	20	\$500,000
02	7	\$175,000
03	41	\$1,024,382
04	19	\$475,000
05	28	\$700,000
06	29	\$724,528
07	29	\$725,000
08	2	\$50,000
09	11	\$250,000
10	5	\$125,000
OA	11	\$275,000
OAR	3	\$75,000
OARM	25	\$600,000
OCFO	15	\$375,000
OCSPP	10	\$250,000
OECA	39	\$975,000
OEI	16	\$400,000
OGC	2	\$50,000
OITA	2	\$50,000
OLEM	15	\$375,000
ORD	29	\$725,000
OW	18	\$448,316
Grand Total	376	\$9,347,226

RPIO CDV	Name	RPIO SSC	Name	Notes	Y			
		09		No \$25k buyout				
		OARM		No \$25k buyout				
		OCFO		No \$25k buyout (still charging as of pp26)				
OCSPP			Ex. 6 - Personal Privacy	Received \$25k on pp24				
	Ex. 6 - Personal Privacy	OEI		No \$25k buyout (still charging as of pp26)				
OW				Received \$25k on pp25				

Response to paragraph 2 in the body of the text. While it is true that the EPA did complete a round of early-outs/buyouts in late FY17, the actual number of departures was much smaller than the maximum number of offers that were made available to employees. This is historically the case—in past early-out/buyout efforts actual departures were approximately one third of the maximum number of offers made available. In our most recent early-out/buyout round, a total of 376 employees separated from the agency, approximately 31% of the 1,226 maximum offers made available. These departures were across 22 of the EPA's 23 regional and program offices (see Table 1).

Table 1. Final V/V separations for Regional and Program Offices.

AA Ship/Region	Total	Accepted	Withdrew	Not Eligible	Declined	Separated*
AO	14	11		1	2	11
OAR	4	3			1	3
OARM	31	25			6	25
OCFO	17	15			2	14
OCSPP	15	10		2	3	10
OECA	48	39	1		8	39
OEI	17	16			1	15
OGC	2	2				2
OITA	3	2			1	2
OLEM	20	15	1		4	15
ORD	32	29	1		2	29
OW	24	18	1		5	18
Region 1	27	20			7	20
Region 10	7	5			2	5
Region 2	9	7		1	1	7
Region 3	59	41	6	1	11	41
Region 4	28	19	1	4	4	19
Region 5	32	28	1		3	28
Region 6	39	29	3	1	6	29
Region 7	33	29			4	29
Region 8	4	2		2		2
Region 9	15	11	1		2	11
Total	480	376	16	12	75	374

* OEI and OCFO have 1 employee each with deferred separation until September 30, 2017.

1. The EPA has not initiated any reorganizations focused on programmatic changes since it submitted its FY2018 budget in late May 2017. From 1/22/17 – 4/12/17 all reorganizations were halted due to the hiring freeze issued by the White House. Reorganizations were again frozen from 6/7/17 – 9/2/17 due to the ongoing early-out/buyout effort. During the brief window from 4/12/17 to 6/7/17 when reorganizations were processed, three reorganizations were completed:

1. Within the Office of Chemical Safety and Pollution Prevention, two new branches were created to meet increasing demand for the monitoring of bio pesticide ingredients and risk assessment functions were centralized into one branch.
2. The Office of Research and Development's National Risk Management Research Laboratory consolidated divisions and branches, reducing its number of supervisory positions.
3. The Office of Water's Office of Wetlands, Oceans and Watersheds consolidated from three to two divisions as a result of losing one SES Division Director position.

Since 9/2/17, one reorganization affecting the Administrator's Office was initiated and is currently under formal review. That reorganization moves the Office of Environmental Justice and National Environmental Policy Act functions from the Office of Enforcement and Compliance Assistance to the AO's Office of Policy.

3. Request: Provide the most up-to-date numbers on the current workforce levels (i.e, current numbers of employees onboard) by program project area and by program office and regional office.

EPA Onboards as of 9.27.17	
Program/Regional Office	Onboards
OFFICE OF THE ADMINISTRATOR	358
OFFICE OF ENFORCEMENT AND COMPLIANCE ASSURANCE	676
OFFICE OF GENERAL COUNSEL	230
OFFICE OF THE INSPECTOR GENERAL	269
OFFICE OF INTERNATIONAL AND TRIBAL AFFAIRS	73
OFFICE OF THE CHIEF FINANCIAL OFFICER	294
OFFICE OF ENVIRONMENTAL INFORMATION	323
OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT	658
OFFICE OF WATER	556
OFFICE OF LAND AND EMERGENCY MANAGEMENT	481
OFFICE OF AIR AND RADIATION	1140
OFFICE OF CHEMICAL SAFETY AND POLLUTION PREVENTION	993
OFFICE OF RESEARCH AND DEVELOPMENT	1631
REGION 1	535
REGION 2	768
REGION 3	781
REGION 4	888
REGION 5	1033
REGION 6	711
REGION 7	478
REGION 8	517
REGION 9	716
REGION 10	535
EPA	14644

Note: This table excludes Experts, Consultants, and Advisory Committee members (Pay Plan codes: ED, EF, and EH). These intermittent employees total 613.

6. Please provide EPA's best estimate of the actual number of employees that will be onboard as of October 1, 2017, accounting for the effects of attrition, the projected voluntary buyouts and early-outs, projected hiring, any other factors that might affect these numbers. There will be an estimated 14587 EPA employees onboard as of October 1, 2017. Additionally, there will be an estimated 612 Experts, Consultants, and Advisory Committee members (*Pay Plan codes: ED, EF, and EH*).

7. The agency's business case for requesting early-out/buyout authority from OPM and OMB focused on improving overall efficiency and effectiveness. Our justification for greater efficacy included the following general themes: delayering to increase our staff to supervisor ratio; consolidation/reduction of administrative or support functions; restructuring or reducing highly graded supervisory and non-supervisory positions; restructuring to focus on core business functions (administrative support); restructuring to focus on STEM/programmatic priorities; and consolidating and streamlining functions, activities, and/or reducing the number of our current programs. The actual number of employees that separated from the agency for each of our 22 regional and program offices is provided in Table 1.